

Process for State Board Expenses

1. Members will be reimbursed only for days in which they participate in Board-sanctioned activities.
2. Board members who participate in any meeting by means of telephone will be eligible to be reimbursed their per diem allowance.
3. Board members who participate at meetings at the System Office or at approved conferences at the request of the System President between regular meetings of the Board will be entitled to receive reimbursement for per diem, meals, and mileage. Lodging costs may be eligible for reimbursement if the member travels three hours or more one-way to attend the meeting.
4. At the conclusion of any regular or special-called meeting of the Board, or of meetings at the System Office, members will leave with the Executive Director of the State Board any receipts that they may have for covered expenses. Members attending conferences may bring their receipts to the next regularly scheduled meeting of the State Board, or they may choose to mail them to the Office of State Board Affairs for processing.
5. Reimbursements for official State Board business will be prepared by the Office of State Board Affairs and sent in PDF format to the member by electronic mail. The member will carefully examine the proposed expenditure reimbursement request for accuracy and completeness. The member will then advise the Office of State Board Affairs by return electronic mail of their approval of the reimbursement request and

authorize the Office of State Board Affairs to finalize preparation of the request and sign it on behalf of the member. If the member does not approve of the reimbursement request, the appropriate changes will be made by the Office of State Board Affairs and then resubmitted to the member for approval, following the process previously outlined in this section. Upon completion by the State Board Affairs staff, the approved request with the appropriate back-up documentation will be submitted to the Division of Business and Finance for processing.

6. Electronic mail confirmation of a member's approval of the reimbursement request will be maintained among the records of the Office of State Board Affairs.
7. Members of the Board should not accept any honoraria for speaking at or participating in events to which they were invited by virtue of their position or might otherwise participate in as a member of the State Board. However, members may be eligible to receive reimbursement from a local community college to cover their personal travel expenses for participating in such events.
8. The receipt of gifts by members of the Board is governed by the State Government Ethics Act (Session Law 2006-201).