

Number: **BP 019**

Authority: Board of Directors  
Adopted: March 17, 2026  
Revised:  
Dept./Div.: Administration



## **BOARD POLICY**

---

### **BOARD TRAINING, TRAVEL, AND REIMBURSEMENT POLICY**

#### **ARTICLE 1      PURPOSE**

- 1.1 The purpose of this policy is to set forth the training requirements for the Ironhouse Sanitary District (“District”) Board of Directors, the procedures for Board Members to attend conferences and educational activities to improve District operations, and the procedures for obtaining reimbursement for District related events and expenses.

#### **ARTICLE 2      POLICY**

##### **2.1 Training, Education and Conferences**

- 2.1.1 Each Director shall complete the following trainings at least every two years: 1) legally required ethics training; and 2) legally required fiscal and financial training.
- 2.1.2 Directors are encouraged to attend trainings, conferences, or other organized educational activities when the purpose of such activities is to improve District operations. Directors attending such trainings or activities must do so in accordance with all District policies.
- a. Each Director shall attend at least one District-related educational conference per year.
  - b. When possible, advance notification and request for approval should be provided to the Board of Directors for meetings, travel and conferences. From time to time, the General Manager may make requests (including suggested benefits of certain events for the District and attendance by other Directors) of the Board of Directors and/or of the Board President for attendance at select events/training.
  - c. The Board Secretary is responsible for making arrangements for Directors for conference and registration expenses. Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum, in accordance with the adopted budget amounts, and adhere to the following:

1. Utilize hotel(s) recommended by the event sponsor in order to obtain discounted rates and, when economically and schedule efficient, should travel together and request reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.
  2. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after s/he has announced her/his pending resignation, or if it occurs after an election in which it has been determined that s/he will not retain her/his seat on the Board.
- d. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors must prepare either a written or oral report to be presented at the next regular meeting of the Board, pursuant to the requirements listed in Section 4.5.

## **2.2 Reimbursement for Reasonable Expenses**

- 2.2.1 The District generally reimburses reasonable expenses incurred by Directors for tuition and/or other mandatory fees incurred in furtherance of service to the District, including travel, lodging and meals as a result of approved training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District..
- 2.2.2 Such payment or reimbursement shall extend only to the bona fide expenses of a District Board member and not to the expenses of the member's spouse.
- 2.2.3 Reimbursable Expenses include:
- a. Mileage in a private vehicle shall be reimbursed at the rate provided in the then-prevailing IRS guideline.
  - b. Mandatory fees resulting from service to the District.
  - c. Meal expenses actually incurred while on District business.
    1. Meal expenses per Director shall be limited as follows:
      - Breakfast \$25.00
      - Lunch \$30.00
      - Dinner \$40.00
    2. The above meal allocations shall be kept separate from one another and shall not be combined to allow for greater purchasing power of any meal.

3. The purchase of Alcohol shall not be reimbursable by the District, and shall not be included in the meal allocations.
  4. Meal allocations do not include tax and tip; tips for meals are separately reimbursable and shall not exceed twenty percent (20%).
  5. Tips for services other than meals. Such expenses may be reimbursed as follows:
    - Tips for housekeeping: Limit of up to \$2.00 per day
    - Tips for Bellhops and the like: Limit of up to \$1 per bag
    - Tips for Ground Transportation (taxis, shuttles, rideshare, etc): Limited to 20% of the fare
  6. Directors may present items not appearing in this list for reimbursement to the Board President who may, in his/her discretion either approve or deny the request.
- 2.2.4 All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Board Secretary, together with supporting documentation (an itemized receipt/meal order), before reimbursement is made.