

**Director Travel Reimbursement Policy**

(February 6, 2003)

Board Members will be reimbursed for travel in their personal automobile at the rate of **\$0.25 per actual mile** driven for the following types of travel:

1. Official Board meetings or business duly called by the President, **BEYOND THREE REGULARLY SCHEDULED BOARD MEETINGS**, occurring in one fiscal year. Committee meetings and subsequent travel should be conducted to occur concurrently with Board meetings when possible.
2. All other types of travel reimbursement, i.e. meals, lodging or air travel, must have incident specific approval by the Board prior to incurring travel expenses.

To be eligible for reimbursement, roundtrip travel must be at least 100 miles and not exceed 750 miles per occurrence (unless otherwise authorized in writing by the Board of Directors)