



Long Valley Charter School

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BOARD MEMBER TRAVEL REIMBURSEMENT POLICY		
Approved by: Board of Directors	Date: July 11, 2017	Number: 7009

It is the policy of Long Valley Charter School (LVCS) to provide reimbursement for volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary for the purpose of carrying out board related business. Members are required to submit a request for reimbursement form along with all receipts.

It is the policy of Long Valley Charter School to provide reimbursement for volunteer board members for travel to and from scheduled LVCS Board meetings. This travel is pre-approved and requires submission of a request for reimbursement.

Long Valley Charter School will reimburse board members for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.