



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

## **Board Member Expense Reimbursements**

POLICY: 013

EFFECTIVE DATE:

DATE OF LAST REVIEW:

POLICY:

Fort Worden PDA will reimburse Board members for meals, room and mileage as appropriate for travel and attendance at business related events which are approved by the Board of Director's. The Fort Worden PDA will also reimburse Board members for expenses they have incurred while performing their duties as directed by the Board of Director's or subcommittees. Reimbursement will be made in compliance with federal/or Washington state statutes and regulations. The Executive Director will develop and maintain an operating policy guiding reimbursement processes

Procedure:

1. Prior to final approval of the annual budget so to insure adequate funds are included for reimbursements, the Board will determine which business related events – such as seminars, conferences and meetings are considered to be the most beneficial for attendance by the Board members.

The amount of stipends for meals and lodging shall be based on per diem rates set by the U.S. General Service Administration and/or State of Washington OFM regulations as determined appropriate in regulations adopted by the Executive Director. Mileage shall be reimbursed at the current IRS standard mileage rate. Other expenses incurred shall be reimbursed at cost.

The Fort Worden PDA is committed to and highly encourages efficient, cost effective travel, including carpooling.

Business related events, other than those determined prior to the budget, will be approved by the Executive Director and reimbursed as funding allows.