

CHÁVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 1 Board of Directors
Title	AP 1320 Board Member Travel and Meeting Expenses/Stipend
Number	AP 1320
Status	In Development
Legal	Chávez/Huerta K-12 Preparatory Academy Bylaws Section 3.20
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Last Revised	New

Members of the Board shall have travel expenses paid whenever performing official Board business in accordance with the Bylaws. Reimbursement may occur either by mileage reimbursement or stipend.

Mileage Reimbursement

1. Board members need to keep accurate mileage information to and from Board authorized meetings or other sanctioned professional development and complete the mileage form with completed information.
2. Submit completed forms quarterly bi-monthly. The federally recognized mileage rate shall be used to compute reimbursement amount as verified by Google Maps from home to the meeting or event. Verification of attendance at a meeting shall be provided by the Board Member to the President/CEO's office.
3. Payment will be made bi-monthly.
4. Mileage reimbursement described above is not eligible if the stipend option is utilized.

Stipend

1. Board members utilizing the stipend reimbursement method shall complete the stipend form bi-monthly for attendance at Board meetings, authorized committee meetings, which require posting according to the Colorado Sunshine Law or official business directed by the Board.
2. Verification of attendance will be made via minutes of the meetings identified on the stipend form. Mileage cannot be combined together when using this method.
3. Reimbursement shall occur after the bi-monthly form is submitted and verified.
4. Stipend forms will be verified bi-monthly by the President/CEO's Executive Assistant for approval at the next Board meeting.