

## **POLICY 2.4**

# **REIMBURSEMENTS OF BOARD MEMBER EXPENSES**

ADOPTED: FEBRUARY 1, 2013

REVISED: AUGUST 19, 2025

### **A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

Pursuant to ORS 198.190, Board members may receive daily compensation not to exceed \$50.00 for their services on the Board. Such compensation shall be set by majority vote of the Board. Board members shall also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties.

### **B. REIMBURSEMENT DOCUMENTATION**

Board members incurring reimbursable expenses shall submit proper documentation of such expenses to the Fire Chief or such officer's designee for reimbursement by the District.

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment to avoid unnecessary district expenses and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submitting documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

Conferences fees and lodging will be prepaid by the district and a per diem will be paid to the board member prior to the conference.