

Effective Date:  
Revised Date:  
Review Date:

**North Sound Mental Health Administration**  
Section 3000 – Fiscal: Reimbursement for Travel – Advisory Board Members

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: Fiscal Officer

Approved by: Board of Directors  
Motion #: 98-072

Date: 11/19/98

**POLICY #3030.00**

**SUBJECT: REIMBURSEMENT FOR TRAVEL – ADVISORY BOARD MEMBERS**

**POLICY**

Advisory Board members will be reimbursed for all allowable travel costs in order to perform work on behalf of the NSRSN.

**PROCEDURE**

Reimbursement for Advisory Board Members and other committee members as assigned by the Board of Directors.

The NSRSN will reimburse Advisory Board member for the following:

1. Travel to and from the monthly Advisory Board Meetings.
2. Mileage reimbursement to the Chair to attend the monthly Board of Directors meeting.
3. All other allowable costs pre-approved by the Executive Director that are supported by documentation as defined above.

**Reimbursement Procedure**

Advisory Board members shall submit a monthly request for reimbursement with supporting documentation for all costs. The Executive Director shall authorize the expenses and transmit to the Financial Officer for processing.

**ATTACHMENTS**

None