

Diego Hills Central Public Charter School

BOARD MEMBER TRAVEL REIMBURSEMENT POLICY

The Board of Directors of Diego Plus Education Corporation (“Board”), a California nonprofit public benefit corporation (“Corporation”), which operates Diego Hills Central Public Charter School, recognizes that members of the Board are authorized to attend and be reimbursed for actual and necessary expenses for board meetings, conferences related to public school education, or other Board-related business for the duration of each Board member’s current term of service on the Board.

The Chief Executive Officer of the Corporation or designee shall establish and implement procedures for the reimbursement of travel expenses, including the submission and verification of expense claims.

Reimbursement rates shall be established in accordance with law and IRS guidelines. Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when Board business reasonably requires an overnight stay, registration fees for seminars and conferences, meals, and other necessary incidental expenses.

The Board shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the member on Board-related business, and personal losses or traffic violation fees incurred while on Board business.