Resolution – Approval of Board of Directors’ Travel and Expense Reimbursement Policy

Julie Rickman I Ethics and Compliance Manager

Michael Butler I Senior Counsel

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High Level Overview

Addresses Director business travel and expense reimbursement

- Updated the formatting to our current standard template
- Very minor edits (grammar/punctuation)
- Definitions section was moved to the end (consistent with current Policy format template)
- Budget allocation for training and conferences increased to $6,500

BOARD OF DIRECTORS TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Effective Date: TBD

POLICY AT A GLANCE

PEC Board of Directors are allowed reimbursement for reasonable business and travel expenses directly related to official Cooperative business and service as a Director.

SUBJECTS INCLUDED IN THIS POLICY

- Budget Allocation for Training or Conferences
- Criteria for Reimbursement Approval
- Process for Reimbursement - Request, Review, and Approval
- Other Reasonable and Necessary Expenses
- Specific Guidance for Travel
- Non-Reimburseable Expenses

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