

**UCEN Board/Oasis Charter Public School
Salinas, California**

Policy Adopted: 10/23/24

Section III Business

Article IX Conferences and Travel

UCEN Board members and Oasis Charter Public School employees shall be reimbursed for actual and necessary expenses including travel, incurred by performing authorized services for the school. Reimbursement shall be in accordance with the same rate, regulations and procedures established for members of the board and employees.

Any member of the UCEN Board requesting reimbursement for conference and special meeting expenses shall first ask the Board President or Executive Director or designee to place the request for expenses on the next regularly scheduled board agenda as an action item prior to the date of the conference or meeting. The request shall state the destination, purpose and/or nature of the activity and estimated expenses. The board shall determine approval or disapproval of such request by a formal vote.

Expenditures of funds for actual and necessary expenses for conferences, meetings and workshops and official travel by a board member must not exceed the amounts budgeted for such purposes in the annual budget or subsequent revisions.

In situations where attendance by a board member is vital to the operations of the board or school but time does not permit prior approval, the board president may give approval for attendance at a conference, meeting or workshop, ratification of such approval shall be considered by the board at the next regularly scheduled meeting.

Board members who attended a conference, meeting or workshop will make a brief oral report to the board as a regular agenda item with the written report as backup information. For meetings and conferences not requiring board approval for attendance, the board member may decide whether a report, written or oral is appropriate.

Administrative Regulations and procedures governing reimbursement for actual and necessary expenses for approved conferences, meetings, workshops and travel shall be established by the UCEN Board/Oasis Charter Public School.

The UCEN Board and Executive Director or designee shall establish procedures for the submission and verification of expense claims.

In determining expenses for required travel, the least mode of travel shall be the maximum allowed travel expense. The least expensive mode of travel expenses required such as lodging,

Meals, car rental, etc shall be considered as part of the total expense for mode of travel.

The UCEN Board/ Executive Director or designee may authorize an advance of funds to cover necessary expenses as determined by the circumstances and in accordance with existing regulations.