

SF IHSSPA POLICY REGARDING BOARD MEMBER REIMBURSEMENTS

All Governing Body members may request reimbursement for items needed to carry out their work as board members with pre-approval from the PA. To be reimbursed, members must fill out a **Governing Body Expense Request Form** for any purchase, with a description of the item and the total amount (including taxes). This form must be signed by the board member and submitted to the Executive Director for approval prior to any purchase.

The maximum amount for each board member in any given fiscal year for such purchases is \$500.00. All receipts must be submitted to the Director of Finance & Operations for reimbursement within 60 days of purchase. The Director of Finance & Operations will staple the submitted receipts to the request form.

Please note that the Public Authority does not purchase, maintain or repair technology devices for GB members.

The Public Authority cannot reimburse board members for personal expenses such as rent, utility bills (phone charges), medical equipment, or travel for family or friends.

