



The Colorado State Board of Education Travel Policies

The State Board of Education voluntarily agreed on the following travel policies with the goal of minimizing expenditures related to board business wherever possible.

1. At the beginning of each fiscal year, the director of state board relations will check with board members and prioritize events board members wish to attend in order to better anticipate an annual budget.
2. Board members will use accommodations offering a government rate unless none are available or less expensive reasonable accommodations are available.
3. Accommodations will be made using tax exempt status.
4. The state board office and board members will endeavor to obtain the lowest rate possible for all travel.
5. Board member reimbursements will include only meals for board members and will not include alcoholic beverages.
6. Board members will limit the amount of meal reimbursements to \$40 per day.
7. Travel arrangements will be made through the state board office whenever possible.
8. Board members are requested to submit reimbursements in a timely fashion but no later than the 10th day of the following month for which reimbursements are requested.