

POLICY REGARDING TRAVEL REIMBURSEMENT TO BOARD MEMBERS FOR TRAVEL TO BOARD MEETINGS

It is the Policy of the Board of Directors for the Friends of the Colorado Talking Book Library (CTBL) that Board members may, at the sole discretion of the Executive Committee of the Board of Directors, receive reimbursement for travel expenses incurred for the purposes of travelling to a regular or special meeting of the Board of Directors. The Policy for reimbursement is subject to the following procedures and requirements.

1. The Executive Committee of the Board of Directors, which is defined as the President, the Vice President, the Secretary and the Treasurer, shall be the group which will administer and supervise the implementation of this Policy. Any decisions or rulings made by a majority vote of the Executive Committee regarding whether or not reimbursement for Board member travel expenses is approved, is final and not reviewable.
2. Any CTBL Board member may request, in writing, at least ten (10) days prior to any regular or special meeting of the Board of Directors, that the requesting Board member may receive travel expense reimbursement to attend the meeting. The written request should explain why reimbursement is being requested and an estimate of the amount which will be needed for reimbursement. The Executive Committee members shall review the Board member request for reimbursement and shall either approve, disapprove or approve with conditions any request properly submitted. The President or the Secretary of the Board shall advise the Board member of the Executive Committee decision as soon as possible subsequent to the vote of the Executive Committee regarding the Board member request.

3. The Executive Committee is authorized to award the actual cost of travel expense reimbursement requests up to a maximum of thirty dollars (\$30.00), ROUND TRIP TRANSPORTATION, for the attendance to any Board meeting.

4. The Board Treasurer is authorized to issue a travel reimbursement check to any Board member who has been approved for reimbursement of travel expenses, provided however, that receipt documentation showing evidence of the travel expense incurred must be provided to the Treasurer prior to the issuance of a reimbursement check. The reimbursement check shall be issued and mailed by the Board Treasurer as soon as practicable after receiving appropriate evidence of the approved travel expense.

5. This transportation reimbursement policy shall be reviewed by the Board of Directors, on an annual basis, at the October Board of Directors regular quarterly meeting. At such meeting the Board may amend, revise or repeal this policy by a majority vote of the members of the Board of Directors.

Approved by majority vote of the members of the Board of Directors for the Friends of the Colorado Talking Book Library this 12th day of October, 2010.