

Administrative Procedure 512 PUBLIC DISCLOSURE OF EXPENSE

The purpose of this procedure is to improve accountability and transparency through routine disclosure of information on expenses reimbursed to elected and District officials.

Procedures

1. Expenses are costs and allowances incurred by an individual in the course of Board and District business and include travel, transportation, accommodation, meals, incidentals, hospitality and working sessions. Elected and district officials include all Trustees and members of the District Senior Management team.
2. A report outlining the expenses incurred by elected and District officials is posted online. The report is updated on an annual basis.
3. The expenses reports for the particular fiscal year are as follows:

Name of Individual - Chair				Name of Individual - Trustee			
Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul
Name of Individual - Vice Chair				Name of Individual - Trustee			
Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul
Name of Individual - Trustee				Name of Individual - Trustee			
Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul
Name of Individual - Trustee				Name of Individual - Secretary-Treasurer			
Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul
Name of Individual - Trustee				Name of Individual - Superintendent			
Aug-Oct	Nov-Jan	Feb-Apr	May-Jul	Aug-Oct	Nov-Jan	Feb-Apr	May-Jul

Created: March 2014

Reviewed/Revised: November 2017, November 2018