

Policy Name: MEETING TRAVEL SUMMARY POLICY

Adoption Date: 1/12/17

Revision Date: 1/12/17

Review Date: 6/1/20

Purpose: To require a report out on travel supported by agency

Policy:

Upon the conclusion of any Board-sponsored (or third-party sponsored) travel, the attendee will complete the following travel summary prior to being reimbursed for expenses. This travel summary – which includes a summary of action items for the Board’s consideration – will be included in the consent agenda at the following Board meeting. This form will help ensure the Board is maximizing its return on travel to meetings and conferences.

Attendee Name:	
Meeting Name:	
Meeting Dates:	
Meeting Location:	
Brief Summary of Key Takeaways:	
Action Items for Board Consideration:	

