

**LAKEWAY MUNICIPAL UTILITY DISTRICT
BOARD OF DIRECTOR/COMMITTEE MEMBER TRAVEL POLICY**

ARTICLE I

DEFINITIONS

- 1.01. Board. "Board" means the Board of Directors of the District.
- 1.02. Committee Member. "Committee Member" means a person appointed to serve on any Committee of the District.
- 1.03. Director. "Director" means a person elected or appointed to serve on the Board of Directors of the District.
- 1.04. District. "District" means Lakeway Municipal Utility District.

ARTICLE II

TRAVEL EXPENDITURES AND FEES OF OFFICE

2.01. Conference and Seminar Policy. Directors or Committee members may attend conferences and meetings at the District's expense only if deemed appropriate by the Board President. Unless otherwise approved by the Board President, each Director or Committee member attending a conference or meeting must attend all blocks of educational sessions in order to qualify for reimbursement. Subject to prior Board approval and compliance with the other requirements of the Travel Policy, each Director or Committee Member who attends a conference, business meeting or seminar related to the District business may be reimbursed for travel, lodging and meal expenses associated with that attendance, as follows:

2.02. Reimbursement of Expenses. Reimbursement for travel expenditures and other expenses incurred by a Director or Committee member upon behalf of the District are subject to approval by the Board. Any Director or Committee member desiring reimbursement for expenses must present a verified statement to the Board, together with all supporting receipts and invoices, and approved by two other members of the Board.

A. Travel Expenses. Transportation costs, including but not limited to, airfare, car rental, taxi fare and parking incurred while on official District business will be reimbursed based upon the costs actually incurred by the Director or Committee member; however, reimbursement for transportation on a common carrier will be limited to tourist/coach rates. Mileage reimbursement for transportation by personal automobile will conform to Internal Revenue Service regulations.

B. Lodging Expenses. Lodging expenses will be reimbursed based upon costs actually incurred by the Director or Committee member and will not exceed the amount of lodging expense determined to be reasonable and necessary.

C. Meal Expenses. Meal expenses will be limited to the amount determined to be reasonable and necessary.

D. Excluded Expenses. Expenses that are of a personal nature or are not reasonable or necessary to the District business will not be paid or reimbursed by the District. Expenses for persons other than Directors or committee members, e.g., spouse, children, etc. are not reimbursable. The Board of Directors shall not be compensated per diem.

ADOPTED this 10th day of November 2010.

By: 
President, Board of Directors

ATTEST:

By: 
Secretary, Board of Directors

[SEAL]