

**LAKEWAY MUNICIPAL UTILITY DISTRICT  
BOARD OF DIRECTOR TRAVEL POLICY**

ARTICLE I

DEFINITIONS

- 1.01. Board. “Board” means the Board of Directors of the District.
- 1.02. Business Entity. “Business Entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law through which business is conducted.
- 1.03. Committee Member. “Committee Member” means a person appointed to serve on any Committee of the District.
- 1.04. Director. “Director” means a person elected or appointed to serve on the Board of Directors of the District.
- 1.05. District. “District” means Lakeway Municipal Utility District.
- 1.06. Employee. “Employee” means a person or Business Entity employed by the District.
- 1.07. Water Code. “Water Code” means the Texas Water Code, as amended from time to time.

ARTICLE II

TRAVEL EXPENDITURES AND FEES OF OFFICE

- 2.01. Reimbursement of Expenses. Reimbursement for travel expenditures and other expenses incurred by a Director upon behalf of the District are subject to approval by the Board. Any Director 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.
- 2.02. Conference and Seminar Policy. Directors may attend conferences and meetings at the District’s expense only if deemed appropriate by the Board. Unless otherwise approved by the Board, each Director 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 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:

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; 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 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, e.g., spouse, children, etc. are not reimbursable. The Board of Directors shall not be compensated per diem.

ADOPTED this 9<sup>th</sup> day of September 2009.

By: Thomas J. DePaul  
President, Board of Directors

ATTEST:

By: R. J. Hietpas  
Secretary, Board of Directors

[SEAL]