



GROWING TREES MAKES GREAT NEIGHBORHOODS

CALIFORNIA URBAN FOREST COUNCIL

Travel Policy

Directors will be reimbursed for approved travel expenses. Directors are asked to complete a written record of all expenses for which they seek reimbursement and to submit receipts along with the expense record for reimbursement within 30 days of incurring the expense.

Furthermore, Directors are expected to keep their costs reasonable, minimizing expenses where possible. If appropriate, Directors may wish to donate their travel expenses to California Urban Forests Council or ask their employer to cover the cost of travel.

There is a cap of \$300 per board meeting or authorized travel event. If expenditures beyond the \$300 are warranted for board travel, please notify the Executive Director regarding the approval process on a case by case basis.