



BHD-AR – Board Member Compensation and Expense Reimbursement

Business Services is bringing forward a proposed revision to BHD-AR, Board Member Compensation and Expense Reimbursement.

As part of our review, we compared BHD-AR with DLC-AR, Staff Travel Expense Reimbursement, and found that BHD-AR contains older reimbursement provisions that no longer align with our current travel practices. For example, BHD-AR includes fixed meal amounts, while DLC-AR uses the current GSA reimbursement methodology.

Rather than maintaining two separate sets of requirements, we're proposing that BHD-AR reference the reimbursement provisions already established in DLC-AR, as applicable to Board member travel. This includes lodging, meals, mileage, and other reimbursable travel expenses.

The revisions also carry forward an important principle from DLC-AR—that MESD-funded travel be conducted in the most expeditious and cost-effective manner. This creates greater consistency and makes BHD-AR easier to maintain as reimbursement rates and travel requirements change.

From an equity standpoint, we see this as supporting fairness, consistency, and transparency by applying objective reimbursement standards across MESD-funded travel where appropriate.

If the revisions are approved, we also plan to introduce the [MESD Travel Assistant](#), a NotebookLM resource designed to help Board members and staff navigate MESD's travel policies and administrative rules.

Users will be able to ask questions in plain language—such as what meal rate applies or what expenses are reimbursable—and the Travel Assistant will use the MESD source documents to help identify the applicable guidance.

The Travel Assistant will not replace the policies, administrative rules, or Business Services' role in administering them. It is simply a tool to make the existing guidance easier to find and understand, and it will be updated with the final approved documents.

In summary, the proposed revision brings BHD-AR into alignment with DLC-AR where applicable, removes outdated provisions, and provides a more consistent and accessible framework for Board member travel.