

**General**

As provided in the Bylaws of the University of Oregon, a trustee performing his or her official duties is not acting as an employee of the University and shall not receive a salary. A trustee may be reimbursed for reasonable expenses incurred in connection with the performance of official duties in accordance with University policy and upon approval first by the Secretary and then by the Treasurer.

Attendance at Events in an Official Capacity

From time to time, trustees may be invited to attend University events as part of the trustee's duties and in an official capacity. Such events may include, but are not limited to, artistic performances, athletic competitions, speeches and other events for which there is ordinarily an attendance charge. Tickets to such an event, without charge, may be provided by the University to a trustee. When attending such an event, the trustee and his or her spouse, partner or guest is considered to be appearing in an official capacity and may be required to attend official functions or play an official role related to such an event. Such tickets, and the reimbursement of any reasonable expenses related to the event, are considered reimbursement of an expense and not a gift for purposes of the Oregon Government Ethics law.

Procedure for Reimbursement

All reimbursements are subject to the relevant University of Oregon policy. Trustees seeking reimbursement should coordinate with the Secretary's Office to review current policies relating to expenditures and reimbursements. As noted above, all reimbursements require the approval first of the Secretary and then of the Treasurer. To receive such approval, trustees shall submit to the Secretary the following information:

- The business purpose of the travel or expenditure;
- If for travel, the agenda for the meeting, conference or trip;
- Original receipts including, but not limited to, boarding passes, hotel folios, parking receipts, restaurant receipts, etc. (if purchased online, electronic receipts are acceptable); and
- Actual mileage if using a personal vehicle for travel, including a starting and ending address.