

# HAFER, PRICE, RINEHART & SCHWERIN

2815 SECOND AVENUE, SUITE 410 • SEATTLE, WASHINGTON 98121 • (206) 728-7280

*2505 3rd Ave Suite*

October 11, 1985

Mr. Jeffrey S. Riddle  
Chairman  
Everett School Employee  
Benefit Trust  
4730 Colby  
Everett, Washington 98203

Re: Travel Policy  
Our File No. 3134-000

Dear Jeff:

I am enclosing herewith a draft of a proposed Travel Policy. It is very simple and basic and of course can be expanded to cover whatever situations the Trustees would normally expect to encounter.

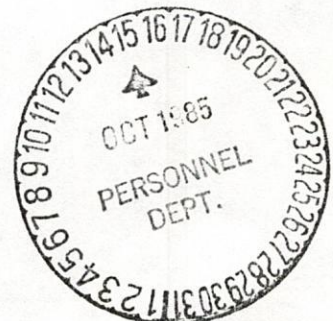
Sometimes there are limits on the types of seminars and conferences that Trustees may attend and probably more importantly, geographical limitations and the numbers of Trustees who may attend at any one time. I have also left a blank for mileage reimbursement and the food and lodging upper limits.

If you would like to discuss this or have any questions, please let me know.

Very truly yours,

*M Lee Price*  
M. Lee Price *MLP*

MLP/smg  
Enclosure  
cc: John Morrill (w/encl.)



ATTENDANCE  
AND  
TRAVEL POLICY

The Trustess in order to establish a uniform policy relating to attendance and reimbursement for travel for meetings, seminars, and conferences for Trust purposes adopt the following rules:

1. Each Trustee may attend such meetings, seminars and conferences as are required for their duties as a Trustee.

2. Travel for attendance at meetings, seminars and conferences shall be at the rate of \_\_\_\_\_ per mile <sup>allowed by IRS</sup> and if air travel is required, at the coach airfare rate. The rental of vehicles at an away destination and the use of taxis and other ground transportation is authorized if deemed necessary by a Trustee. The authorization is for a normal or usual vehicle only. Reimbursement shall be for actual costs.

3. Trustees shall be reimbursed for actual cost of food and lodging limited to \$ 30 per day food and \$ 75 per day lodging. If circumstances are such that it is not possible to remain within those rates the Board of Trustees may review those standards and if appropriate and reasonable waive the limitations.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

12/16/85