

6.6 Board Travel Expense. Metro shall reimburse ordinary, necessary and reasonable business expenses, incurred in connection with official responsibilities performed on behalf of Metro; however, in order to qualify for full reimbursement, travel arrangements must be made through the Metro Travel Office. Metro will reimburse the airfare and hotel costs for Board deputies, up to two round-trips per fiscal year per Board office, as long as the purpose of the trip is to perform the official responsibilities of the deputy on behalf of Metro, those responsibilities are in fact carried out and performed by the deputy and the trip by the deputy is authorized by Director to whom the deputy reports. **Metro will reimburse the travel expenses, in conformance with Metro Travel and Business expense Policy (Policy #FIN 14), for Board deputies to Washington D.C. & Sacramento for Metro legislative purposes when accompanying the Director to whom the deputy reports to.**