

**TRAVEL AUTHORIZATION  
FOR TRUSTEES & GENERAL MANAGER/CEO \_\_\_\_\_**

**II-C-2**

**I. OBJECTIVE:**

To establish authorization for travel required for Cooperative business by the trustees and General Manager/CEO.

**II. POLICY CONTENT:**

Trustees are encouraged to attend meetings and training sessions that will help to improve and expand their ability to function as a trustee. Trustee attendance may also be required at affiliate organization meetings, to serve in the capacity of an official representative or a voting delegate.

- A. Trustee and General Manager/CEO attendance at out-of-state meetings shall be pre-approved by the Board of Trustees.
  
- C. The spouse of the trustee and/or General Manager/CEO may travel as his/her companion; however spousal expenses reimbursed by the Cooperative are limited to registration fees and food functions which are programmed for trustees and spouses at organized conventions, seminars, workshops, or other group meetings.
  
- D. Travel expenses shall be reimbursed consistent with Policy III-A-2.

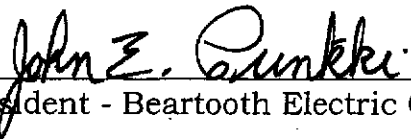
**III. RESPONSIBILITY:**


The President of the Board and General Manager/CEO shall be responsible for the administration of this policy.

**IV. REVIEW DATE:**

This policy should be reviewed at the first Board of Director meeting two years after the last revision or review.

**V. APPROVED:**

  
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President - Beartooth Electric Cooperative

  
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Secretary - Beartooth Electric Cooperative

Approved: August 13, 2004  
Revised: June 30, 2010  
Reviewed: