



**SUMMARY OF PUBLIC DISCLOSURE OF TRAVEL AND EXPENSES
BY TRUSTEES, SUPERINTENDENT AND SECRETARY-TREASURER OF
BUFFALO TRAIL PUBLIC SCHOOLS**

Individual Disclosers	<ul style="list-style-type: none"> • BTPS Board of Trustees, Superintendent and Secretary-Treasurer
Frequency of Disclosure Reporting	<ul style="list-style-type: none"> • Monthly for Trustees, Superintendent, Secretary-Treasurer, and annually for Board operations
Categories of Expenses Disclosed	<ul style="list-style-type: none"> • Travel, including transportation, accommodations, subsistence and related incidentals • Memberships and registrations • Hospitality and working sessions
Expense Reporting Requirements	<ul style="list-style-type: none"> • Name and position of Discloser • Date of the transaction • Amount of each expense • Receipt for each reimbursable expense
Expense Disclosure of Board Operations Supporting Documentation	<ul style="list-style-type: none"> • Purpose • Date • Location • Type of hospitality event