



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