

1245 Board Member Development and Expense Reimbursement**1245**

The Board recognizes the need for continuing in-service training and education and supports the participation of all members within these specific categories of activities as a part of their official duties: national conferences, in-state conferences, workshops, seminars, meetings, continuing education classes, in-service programs, and conventions.

Board members will indicate at a public meeting which in-service trainings or education conferences they would like to attend. Upon Board approval, expenses such as registration, airfare, and hotel may be prepaid with the vendor. All other necessary expenses associated with the conference are reimbursable in accordance with Board policy 3600-Reimbursement of Expenses.

Board members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board, as permitted by this policy and pursuant to Policy 3600-Reimbursement of Expenses.

Reimbursable Duties and Functions

The following specific categories of duties and functions are approved as eligible for reimbursable expenses:

1. Educational conferences, seminars, workshops, and classes at the local, county, state, and national levels.
2. Education-related associations and inter-governmental meetings at the local, county, state, and national levels.
3. Educational or civic programs and functions where the Board member is the Board's official representative, delegate, or spokesperson. This category does not include political activities.
4. No Board member travel outside of the state of Michigan will be eligible for reimbursement unless approved by the Board in advance of the planned out of state travel.

Payment of Authorized Expenses/Reimbursement

To receive reimbursement, a Board member shall submit an expense voucher and supporting receipts, or other evidence to the District to verify each expense was properly incurred. All reimbursed expenses shall be based on Policy 3600-Reimbursement of Expenses. No advances will be authorized.

The Board must approve all expenses claimed by an individual board member before payment is made.

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Other Expenses

If a Board member feels that he/she may incur an expense for an official duty or function not appearing in this policy, the Board shall not reimburse that expense unless a motion to approve the anticipated expense is adopted before the expense is incurred.

Spouses and Other Family Members

Expenses of spouses and other family members accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.

LEGAL REF: MCL 380.621; 380.1254; 388. 1764b

CROSS REF: Policy 3600-Reimbursement of Employee Expenses

ADOPTED: MAY 7, 2008