

PROCEDURES

Expense Reimbursement for Board Members

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 these Procedures.

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

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop, subject to the following limitations:
 - a. Lodging: Payment will be based upon the rate for single occupancy. Reimbursement will be based on the most reasonable, economical means.
 - b. Meals: Will include breakfast, lunch and dinner when directly related to the educational-related conference. If meals are included in the price of the workshop/conference, Board Members will not be reimbursed for separate meals. Reimbursement will be based on the most reasonable, economical means and will not include alcohol, personal entertainment or spouse/family expenses.
 - c. Travel: Air travel at coach/tourist rate; automobile mileage at the IRS approved rate. Approval of travel reimbursement will be based on the most reasonable, economical means.
2. County and regional education-related association or intergovernmental meetings.
3. Attendance at educational or civic programs and functions where the Board Member is designated as the Board's official representative, delegate, or spokesperson. This category does not include political activities of any kind.
4. To receive reimbursement, a Board Member shall submit to the District's Business Office an expense voucher and supporting receipts or other evidence to verify each expense incurred.
5. Expenses of spouses and other family members accompanying Board Members in discharging their official duties or performing authorized functions are not reimbursable.

As required by Law (MCL§388.1764b) the Board must vote on the approval of any reimbursement of an expense claimed by a Board Member.

Effective Date: September 6, 2015

PROCEDURES**Expense Reimbursement for District Personnel
Meetings/Conferences**

Procedures for reimbursement of meetings/conference expenses are as follows:

1. Transportation, lodging and meals are reimbursable expenses. Pre-approval by the Board of Education and/or Superintendent must occur for any meeting/conference expenses over \$1500.
2. District personnel expenses (not to include alcohol, personal entertainment, spouse expenses, etc.) will be substantiated by receipts and an accounting will be submitted to the Business Manager for reimbursement.
3. District personnel will be paid in advance (or reimbursed) for his/her hotel room when away on school business. Payment will be based upon the rate for single occupancy.
4. District personnel will be provided transportation expenses equal to the cost of a round-trip tourist class commercial carrier or mileage reimbursement at the rate established by the IRS. Approval of travel reimbursement will be based on the most reasonable, economical means.