

Board of Education

Board Member Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

Expense reimbursements must be consistent with the District Travel Regulation 4.62R(1).

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount may only be approved when: 1. The Board's Resolution to Regulate Expense Reimbursements allows for such approval; 2. An emergency or other extraordinary circumstance exists; and 3. The request is approved by a roll call vote at an open Board meeting.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. All expense payments must be consistent with the District Administrative Regulation on Travel 4.62R(1) and the Resolution to Regulate Expense Reimbursements. 4.62E(1).
2. Registration. When possible, registration fees will be paid by the District in advance.
3. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
4. Meals. Reimbursement for meals will be made in accordance with the District Travel Regulation 4.62R(1). Standard per diem meal and incidental reimbursement guidelines are provided in this Regulation. Alcoholic beverages will not be reimbursed.
5. Lodging. Board members must request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout.

The Superintendent will implement regulations consistent with Board Policy and the Resolution to Regulate Expense Reimbursements. 2.125E(1)

LEGAL REF.: 105 ILCS 5/10-20 and 105 ILCS 5/10-22.32.

CROSS REF.: 2.100, 2.120, 2.140, 4.50, 4.55, 4.62

Adopted: January 14, 1997
June 27, 2017