

***BOARD MEMBER COMPENSATION, TRAVEL AND EXPENSE REIMBURSEMENT***

Board members will receive compensation for services other than reimbursement for approved expenses on district business pursuant to NRS 386.320. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

Reimbursement includes, but is not limited to, transportation, meals, lodging and miscellaneous expenses at the approved state rate.

The District will reimburse board members for all reasonable and necessary travel expenses, which are directly related to the performance of their assigned duties.

The District will not reimburse or otherwise pay any expenses that violate commonly accepted standards of sound judgment.

Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and related procedures.

In addition to reimbursement of eligible expenses and pursuant to NRS 287.010, board members will be considered as members of the staff for health insurance purposes and therefore are eligible to participate in the District's group health, dental, vision, and life insurance benefits. Board trustees do not meet the minimum requirement of working 25 hours per week to qualify for paid health insurance. As a result, board trustees who wish to enroll will be responsible for paying the full premiums for themselves and enrolled dependents for any elected benefits.

In order to perform their duties effectively and efficiently, board members will receive a computing device of their choice (laptop or iPad) and a MIFI mobile Internet device to be used during their service. Use of the devices is subject to all applicable District policies and board members must return the devices upon completing their service. The devices allow board members to access applicable information, including board meeting documentation. The proper use of the devices allows the District to save money on expendable resources such as excessive paper and printing costs.

***BOARD MEMBER COMPENSATION, TRAVEL AND EXPENSE REIMBURSEMENT – ADMINISTRATIVE GUIDELINES***

**Travel – Overnight**

**1. Advance Payment of Expenses**

a. Only airfare, lodging and conference registration fees are eligible for payment prior to traveling.

200-474-3d1-Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would require prolonged travel during unreasonable hours.

b. All other costs incurred are reimbursed after the travel is completed.

**2. Lodging Expenses**

a. 200.474 Lodging reimbursement will be at a rate established by the US General Services Administration (GSA) for both In-State and Out-of-State.

<http://www.gsa.gov/portal/category/21287>

b. To be reimbursed for lodging that was not paid for in advance, board members must provide receipts.

c. Exceptions to the rate of reimbursement for lodging can be made for the following conditions:

1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held or
2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
3. Lodging will only be covered for the dates of the conference. Lodging before and/or after the conference will not be reimbursed.

**3. Meal Expenses**

a. Breakfast, lunch, dinner, and incidentals are reimbursed on a per diem basis. The District will pay the GSA per diem rate as allowed for State employees and officials when board members are on authorized travel. No receipts are required for these reimbursements.

<http://www.gsa.gov/portal/category/21287>

b. No reimbursement shall be allowed for any meal, which is provided or made available to a board member as part of the cost of a meeting, class, or other function, regardless of whether the board member partakes of the provided.

c. In order to be reimbursed for meals, travel must begin or end as follows:

- i. Breakfast: Leave before 7:00 a.m.
- ii. Lunch: Leave before 11:00 a.m. or return after 1:00 p.m.
- iii. Dinner: Return after 6:00 p.m.

**4. Mileage Expenses**

a. Mileage is reimbursed at the per mile rate set by the GSA.

b. Mileage to and from board meetings will be reimbursed.

c. Only actual miles driven will be reimbursed. If board members travel to school related functions other than a scheduled board meeting, they must inform the board administrative assistant so that the mileage can be logged and set for reimbursement.

d. Mileage begins and ends at the home of board members.

e. When the cost of mileage for a board member to attend a conference exceeds the cost of airline transportation, the District will provide reimbursement for the lesser amount.

## **5. Rental Car Expenses**

a. Rental cars must be approved in advance by the Board President. Board members must use the vehicle for board related business only and have receipts to be reimbursed for the rental car.

b. Rental insurance should be declined from the rental company as board members are covered under the District insurance policies.

## **6. Other Expenses**

a. Necessary business expenses will be reimbursed with valid receipts. Examples of other expenses can include, but is not limited, to the following:

- i. Telephone calls at a meeting or training site,
- ii. Parking charges,
- iii. Internet charges if required for business purposes,
- iv. Ground transportation/Taxi,
- v. Baggage fees for airline flights

## **7. Incidental Expenses**

a. Incidental expenses are reimbursed with the daily per diem rate set by GSA as defined by the Federal Travel Regulations. Examples include the following:

- i. Fees and tips given to porters, baggage carriers, bellhops, and hotel maids.
- ii. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the site.

## **8. Unallowable Expenses**

a. The District will not reimburse for fines or parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco, room service or extravagant costs of any kind.

b. The District discourages combining personal travel with business travel due to the public's perception regarding use of District funds. Board members must clearly disclose any personal travel and/or vacation time to be taken in conjunction with District travel. A board member's family may accompany the board member on District business provided travel is not in a District vehicle. The District will not, however, pay any additional expenses so incurred. 200-474-2-Travel costs for dependents are unallowable.

## **9. Reimbursement**

a. Board members should submit travel expenses as soon as feasible, but not later than twenty (20) working days following any trip.

## ***Travel – Same Day***

### **1. Meal Expenses** – same rates as set for overnight travel

- a. Meals will only be reimbursed if same day travel exceeds 100 miles from the board member's home or if board members are away from their home longer than 12 hours on approved district related business.
- b. In order to be reimbursed for meals, travel must begin or end as follows:
  - i. Breakfast: Leave before 7:00 a.m.
  - ii. Lunch: Leave before 11:00 a.m. or return after 1:00 p.m.
  - iii. Dinner: Return after 6:00 p.m.

### **2. Mileage Expenses** – same rates and conditions set for overnight travel

### **3. Other Expenses** – same rates and conditions set for overnight travel

### **4. Reimbursement** – same requirements set for overnight travel

## ***Board President Exceptions***

1. The Board President may purchase and receive reimbursement for reasonable materials for individual board members in order to enhance their performance and learning.
2. The Board President may purchase and receive reimbursement for reasonable materials that will enhance the efficient operation of board meetings.
3. When individual board members attend school board related meetings that conclude after 8:00pm and resume the next morning by 8:00am or earlier, the Board President may authorize overnight lodging.

For information regarding current GSA reimbursements amounts, please visit its website at <http://www.gsa.gov>.