

1 **1531 THE BOARD OF TRUSTEES**

2 Trustee Expenses

3 Expenses for Board Members - In-District

4 The members of the trustees of any district may not receive compensation for their services as trustees.
5 The members of the trustees who reside over 3 miles from the trustees’ meeting place must be
6 reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled between their
7 residence and the meeting place and return in attending the regular and special meetings of the
8 trustees. The travel reimbursement may be accumulated during the school fiscal year and paid at the
9 end of the fiscal year, at the discretion of each trustee.

10 A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the United
11 States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for
12 all additional miles traveled within a given calendar month.

13 A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting
14 reimbursement for the fiscal year. The form may be obtained from the District Clerk/Business Manager.

15 Expenses for Board Members at Out-of-District Meetings

16 Trustees normally attend workshops, training institutes, and conferences at both the state and national
17 level. It is appropriate that trustee expenditures at these out-of-District meetings be paid by the District.
18 It is the intent of the District to pay all legitimate costs for trustees to attend out-of-District meetings, at
19 the established rates for reimbursement set by the District:

- 20 1. Transportation as approved by the Board;
- 21 2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
- 22 3. Hotel or motel costs for trustee, as necessary;
- 23 4. Food costs as necessary;
- 24 5. Telephone services for necessary communications with business or family, resulting from the
25 trustee being away from Great Falls;
- 26 6. Incidental expenditures for tips and other necessary costs attributable to the trustee’s
27 attendance at a meeting; however, the District will not reimburse or pay for such items as liquor,
28 expenses of a spouse, separate entertainment, or other unnecessary expenditures.

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30 Cross Reference: 7336 Travel Allowances and Expenses
31 Mileage reimbursement form

32 Legal Reference: §2-18-503, MCA Mileage – allowance
33 §20-3-311, MCA Trustee reimbursement and compensation of
34 Secretary for joint board

35 Policy History:
36 Adopted on: July 1, 2000
37 Revised on: November 25, 2013
38 Revised on: November 13, 2017