Conferences/Meals/Travel Expenditures

Adopted: 03/07/2000 **| Last Revised**: 04/02/2024 **| Last Reviewed**: 04/02/2024

Special Authority

Expenses may be paid for Board of Education members, employees and representatives of the Board.

A. **Employee Expenses**

The actual and necessary expenses incurred by an employee in the course of performing services for the district, under the direction of the Board of Education, shall be paid by the district.

An employee may be authorized to travel on district business with expenses paid partially or totally by the employee, when the employee has requested the authorization to travel at their expense.

The power to authorize the attendance of an employee at a meeting or conference may be delegated to the Superintendent or designee by the Board of Education.

An advance payment may be authorized by the Superintendent or designee.

B. **Board of Education Member Expenses**

Board of Education members, by authorization of the Board, may attend conferences or meetings of organizations that the Board has subscribed for membership, or to any convention to which it may pay the expenses of any employee.

Authorization for any or all Board members to attend conferences related to Board memberships may be made a part of an annual approval of memberships.

The payment of expenses for individual Board members to attend conferences unrelated to Board memberships but related to the educational process, shall require specific Board authorization.

An advance payment may be authorized.

C. **Representatives of the Board of Education Expenses**

The authority for "representatives of the Board of Education" generally applies to community members, attorneys, parents, or other designated persons directed by the Board of Education to attend conferences or meetings as Board representatives.

No advance payment shall be authorized from district funds. Federal or other non-district funds may be advanced providing the Board action authorizing the advance indicates the source of the non-district funds.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

EDUCATION CODES

35044 Travel Expenses

35172 Governing Board Powers

44032 Actual and Necessary Expenses

Policy Adopted: 03/07/2000

Revised: 04/02/2024