



Book	Policy Manual
Section	Series 1000 - Board Bylaws and Operations
Title	Board Member Development and Expense Reimbursement
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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 this Policy.

Reimbursable Duties and Functions

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

1. Educational conferences, seminars, workshops, trainings and continuing education classes at the local, county, state, national and international levels.
2. Education-related associations and inter-governmental meetings at the local, county, state, national and international levels.
3. Educational or civic programs and functions where the Board member is the Board's official representative, delegate, or spokesperson. This category does not include political activities.

Approval and Reimbursement of Travel

Pre-Travel

All travel by a Board member that includes at least one overnight stay, out-of-state travel or international travel requires Board approval of the Oakland Schools Pre/Post-Travel & Conference Approval Form(s). Additionally, in advance of any international travel, a request must be submitted to the Board for discussion of the rationale. The rationale must demonstrate that the request meets the international travel requirements set forth in Administrative Rule 3600 – Reimbursement of Employees' Expenses. Upon Board approval, expenses such as registration, airfare, and hotel may be prepaid with the vendor. No advances will be authorized.

Post-Travel

Each Board member shall submit the Oakland Schools Pre/Post-Travel & Conference Approval Form(s) for review to the Board's designee detailing and verifying actual expenses upon completion of travel in accordance with Policy and Administrative Rule 3600 – Reimbursement of Employees' Expenses. The Board designee shall submit the *Oakland Schools Pre/Post-Travel & Conference Approval Form(s)* to the Board for approval before reimbursement is made. The Board appoints as its designee a Board Trustee.

Approval and Reimbursement of Routine Business Expenditures

Each Board member shall submit the Oakland Schools Routine Business Expenditure Reimbursement Form for review to the Board's designee detailing and verifying routine business expenditures in accordance with Policy 3600 – Reimbursement of Employees' Expenses. The Board designee shall submit the Oakland Schools Routine Business Expenditure Reimbursement Form to the Board for approval before reimbursement is made. The Board appoints as its designee a Board Trustee.

Other Expenses

If a Board member determines that they may incur an expense for an official duty or function not identified in this Policy, the Board shall not reimburse that expense unless a motion to approve the anticipated expense is adopted before the expense is incurred.

Other Individuals

The Board will not reimburse a Board member for any expenses for a non-board member, including spouses and other family members.

Use of District Credit/Debit Cards

The Board will not provide, allow or obtain credit cards for, issue credit cards to, or provide to a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3605 – District Purchasing Card.

Public Records

Records of payments made under this Policy are considered public records.

Legal

[MCL 380.621](#)

[MCL 380.1254](#)

[MCL 388.1764b](#)

Cross References

[3605 - District Purchasing Cards](#)

[3600 - Reimbursement of Employees' Expenses](#)