

1 Great Falls School District

2
3 **BOARD OF TRUSTEES**

1531

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5 Trustee Expenses

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7 Expenses for Board Members - In-District

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9 The members of the Trustees of any district may not receive compensation for their services as
10 Trustees. The members of the Trustees who reside over three (3) miles from the Trustees'
11 meeting place must be reimbursed at the rate as provided in §2-18-503, MCA for every mile
12 necessarily traveled between their residence and the meeting place and return in attending the
13 regular and special meetings of the Trustees, and all Trustees must be similarly reimbursed for
14 meetings called by the County Superintendent. The travel reimbursement may be accumulated
15 during the school fiscal year and paid at the end of the fiscal year, at the discretion of each
16 Trustee.

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18 A Trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the
19 United States Internal Revenue Service for the current year for the first thousand (1,000) miles
20 and three (3) cents less per mile for all additional miles traveled within a given calendar month.

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

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

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28 Trustees normally attend workshops, training institutes, and conferences at both the state and
29 national level. The District will pay all legitimate costs for Trustees to attend out-of-District
30 meetings, at the established rates for reimbursement set by the District:

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- 32 • Transportation as approved by the Board;
 - 33 • On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;
 - 34 • Hotel or motel costs for Trustee, as necessary;
 - 35 • Food costs as necessary;
 - 36 • Telephone services for necessary communications with business or family, resulting from
37 the Trustee being away from Great Falls;
 - 38 • Incidental expenditures for tips and other necessary costs attributable to the Trustee's
39 attendance at a meeting; however, the District will not reimburse or pay for such items as
40 liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

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42 Cross Reference:

43 Policy 7336 Travel Allowances and Expenses Mileage reimbursement form

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45 Legal References:

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- 1 Policy History:
- 2 Adopted on: July 1, 2000
- 3 Revised on: November 25, 2013
- 4 Revised on: November 13, 2017
- 5 Revised on: June 9, 2025