

## **School Board**

### **Board Member Compensation: Expenses**

#### Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services.

#### Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

#### Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

#### Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

#### Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the South Cook Intermediate Service Center;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used within ten (10) calendar days after the final day of the applicable meeting(s). Expense advancements and vouchers shall be presented to the Board in its regular bill process. If an expense advancement is not requested, the District's estimated expense approval form is not required.

Reimbursements and Purchase Orders

Expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three under “Advancements” above, along with registration fees or tuition for a course(s) allowed for compliance with the mandatory trainings described in Policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code. Expense reimbursement is not guaranteed. Board members may seek pre-approval of expenses by providing an estimation of expenses on the Board’s standardized estimated expense approval form, except in situations when the expense is diminutive. If pre-approval is not sought, Board members must seek reimbursement on the Board’s standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The District shall only reimburse travel expenses with receipts, including transportation, meals and lodging that are ancillary or otherwise necessary for official District business. Expenses which **shall not** be reimbursable include but are not limited to: lodging within 60 miles of the District (except for the Annual Conference of IASB, IASA and IASBO and if a national conference is held in Chicago), persons who are not Board members or employees; any personal items/expenses (e.g., extra baggage charges, laundry, toiletries, etc.) travel insurance; supplemental rental car charges; cancellation fees; alcoholic beverages; or entertainment. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

The least expensive method of travel will be used, provided that no hardship will be caused to the Board member. The maximum reimbursable rate for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate and cost shall not exceed airfare (midsize)

Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$35.00
Lunch	\$35.00
Dinner	\$85.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$300.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$275.00 / night
All other Illinois Counties	\$250.00 / night
Outside of Illinois	As approved by the Board

3. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting, mandatory training or other approved professional development sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.  
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

Adopted: November 1996  
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