Board members are allowed perquisites of Trusteeship as follows:

1. Assistance from the Office of Board Services in the preparation of correspondence, speeches, memoranda, resolutions, travel arrangements, hotel accommodations, meetings, and other clerical services for District purposes.

2. Administrative/secretarial services from Board Services staff to conduct personal and/or non-District organizational business, however, is not permitted. Non-District personnel shall not be engaged to give directives to District employees.

3. Voice mail and e-mail communications system for District business.

4. Access to a Board conference room and a work station reserved for Trustee use.

5. Appropriate parking privileges.

6. Reasonable and necessary transportation in District-owned vehicles for public purposes in extraordinary situations.

7. Cellular telephone service for District-related business.

8. Memberships in regional, state, and national educational associations.

9. Transportation, meals, and housing expenses to local, state, or national meetings germane to the Board’s role.

10. Subscriptions to school board newsletter services, journals, and bulletins of direct use to the Board.

11. The use of District funds and resources, including but not limited to postage, copiers, faxes, printers and supplies.

12. Staff members specifically assigned to assist Board members with official District responsibilities. However, Board Services staff attendance at individual Trustee functions, events, meetings, and the like, beyond reasonably scheduled work hours and days should be minimal. Board Services staff may not participate in activities that conflict with duties and/or District policies.

13. The use of District file cabinets at Trustees’ residences/office for the storage of District-related materials during their tenure.

14. Assorted technological tools such as computers, hand-held organizers, and fax transmission resources to include a dedicated fax and DSL line.
The Superintendent of Schools or designee shall assign a minimum of three staff members whose primary duties and responsibilities shall be to assist Board members with their official responsibilities.

Annually, Trustees shall be allocated a budget for travel, professional development training, and reasonable expenses associated with attending functions of District-related organizations in the Dallas-Fort Worth area. Individual Trustees shall not authorize any other expenditure, including the use of District personnel. Total expenses incurred shall not exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year. Accounting for such expenditures shall occur in the Office of Board Services. Accounting and budget records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. Board members shall calculate their advance or reimbursement for meals and incidental expenses for each day of travel so as not to exceed the most current per diem rates published by the U.S. General Services Administration, the State Department, or the Department of Defense for the respective destination.

Prior to incurring any expenditure, individual Board members shall confirm their availability of funds. If a Board member exhausts his or her individual budget and another Board member has existing unencumbered funds in his or her budget, the Board member with unencumbered funds may allow funds from his or her budget to be given to a Board member who has exhausted his or her budget. In no event shall total expenses incurred exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year.

Trustees may attend conventions and conferences of organizations in which the Board holds membership and which are designed for the training and development of board members, specifically those conducted by the National School Boards Association, the Council of Great City Schools, and the Council of Urban Boards of Education and any other organizations that are approved annually by the Board.

Board member participation in workshops and conferences offered by organizations to which the Trustee holds membership may occur at an individual Trustee’s request.

In addition, Board members may be appointed as representatives of the Board to various organizations and attend those meetings as delegates, Trustees of the organizations, and as appointed representatives.
The following travel costs shall be budgeted separately and shall not be allocated against the Board’s annual travel allocation:

1. Travel costs incurred on trips for state and federal legislative matters;
2. Meetings with TEA;
3. Travel costs incurred in representing the District as the Board-appointed delegate representative to the Texas Association of School Boards; and
4. Attendance at Texas Association of School Board’s conventions and training sessions.

In the event that a Board member should need expenses advanced to attend a conference or for District travel, the Trustee should submit a written request for a travel advance along with the travel plans. When the amount of the advance is determined, the request is submitted and a check cut to the Trustee. Checks are cut on Mondays and Thursdays.

Prior to expenditures being made, the Board member shall be informed of the estimated cost associated with the expenditure and sign a request/authorization form.

The amount advanced or reimbursed to Board members for meals and incidental expenses during each day of travel shall be calculated so as not to exceed the per diem rates published by the U.S. General Services Administration, the State Department, or the Department of Defense for the respective destination.

Conference registration fees, housing, and airfare shall be paid through the Office of Board Services when Trustees book conferences in advance.

Conference hotels or hotels comparably priced shall be used by Board members traveling on official District business. Group rates and conference discounts usually apply for trips booked before imposed deadlines.

In the event of an unavoidable cancellation of travel plans, Board members shall notify the Office of Board Services.

A Board member shall not be required to reimburse the District for the payment of nonrefundable expenses by the District if a Trustee is required to cancel a trip because of personal illness, a death in the family, or circumstances not within the Trustee’s control, e.g., including, but not limited to, inclement weather, unexpected work assignments, accidents and injuries, and acts of God. Per diem advances for meals and incidental expenses shall be reimbursed.
for each day of travel that was canceled. The Office of Board Services shall promptly notify the Board member of the costs to be repaid to the District.

All reimbursements collected by Board members from organizations other than the District for the purpose of Board members’ participation in workshops and conferences offered by outside organizations for professional development training shall be remitted back to the Office of Board Services for allocation to the individual Board member’s allotted budget for travel and Board professional development training. Board members are responsible for collecting the reimbursement.

REIMBURSEMENT TO DISTRICT AFTER TRAVEL

The District shall reimburse Board members for properly authorized, necessary, and reasonable travel expenses and business meal expenses incurred in the conduct of Board business. Payment for authorized and documented travel expenses and business meal expenses shall be made in accordance with Board policy and state and federal legal requirements. Board members shall receive a per diem for meals and incidental expenses incurred while traveling that shall not exceed the most recent per diem rates published by the U.S. General Services Administration, the State Department, or the Department of Defense for the respective destination. Total expenses incurred shall not exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year.

A Board member shall accurately reconcile his or her expenses and reimbursements and refund to the District any excess reimbursement within 30 calendar days, as outlined by this policy. Board members shall not be required to reimburse the District for any per diem paid or meals and incidental expenses that do not exceed the most recent per diem rates published by the U.S. General Services Administration, the State Department, or the Department of Defense for the respective destination. A Board member shall complete the “Report Form for School Board Travel” and the “Travel Expenses Report” within 30 calendar days of travel. Exception: For reimbursement of travel expenses incurred within the last month of the fiscal year, all documentation must be submitted within three weeks of the end of the fiscal year. If the above forms are not received within the 30 calendar day deadline or the three week deadline, the respective Board member must request a waiver of the policy by the Board in order to receive reimbursement. The item shall be added to the next month’s agenda. With appropriate documentation on the District’s “Advance Travel Authorization Voucher” form, Board members shall be reimbursed for reasonable expenses incurred for travel, meals, personal calls, and lodging expenses while performing their duties.
All expenses, whether paid by cash or credit card, shall be evidenced by proper receipts submitted with the travel expenses report, except in the case of an expenditure of $20 or less, for which a receipt was not obtainable.

No reimbursement shall be made for alcoholic drinks, other personal expenses, or expenses for the Board member’s spouse, family, or other companions.

MEALS AND LODGING
Board members may use funds from their annual individual allocated budget to be reimbursed for reasonable meals purchased for guests, the Superintendent of Schools, or others while on official business.

Per diem for meals and lodging shall be advanced/reimbursed in accordance with the Texas Comptroller of Public Accounts’ Per Diem Rates for Key Officials.

BUSINESS MEAL
IRS rules generally allow for nontaxable reimbursement of meals only in conjunction with overnight business trips.

Reimbursements for business meals incurred in conjunction with nonovernight business trips are subject to federal income taxation if the business purpose of the meal and those attending are not appropriately documented on the Authorization/Reimbursement for Business Meal Form.

Reimbursement for business meals that do not involve overnight travel shall be submitted on an Authorization/Reimbursement for Business Meal Form and supported with proper receipts. The Board member shall include both the printed name and the signature of all who were in attendance, along with a statement explaining the business purpose.

TRANSPORTATION AUTOMOBILE TRAVEL
A Trustee shall use the Trustee Mileage Reimbursement Form to submit mileage claimed for mileage reimbursement as well as parking fees and tolls. Mileage claimed shall be evidenced by a map service. Additional documentation may include an individual Trustee’s calendar displaying various appointments, events, and meetings for official District business.

Mileage reports shall be submitted within a month of travel for timely reimbursement, with the exception of travel expenses incurred within the last month of the fiscal year, which requires all documentation to be submitted within three weeks of the end of the fiscal year.

If a personal vehicle is used for District business, the vehicle owner must have personal auto liability insurance in force with at least the minimum coverage required by Texas law. Any damage or loss to
a personal vehicle used on District business is the responsibility of the owner. Personal auto insurance coverage serves as the primary policy for third-party liability and physical damage to the vehicle. Vehicle owners are responsible for any deductible under the personal auto policy.

**INTRADISTRICT MILEAGE**

Upon request a Board member shall be reimbursed for mileage during intradistrict travel for official District business. The reimbursement shall be based on the rates established in the Texas Comptroller of Public Accounts’ Texas Mileage Guide.

**TRAVEL OUTSIDE THE DISTRICT**

Advancement/reimbursement to Board members for mileage when using a personal vehicle for travel outside the District shall be limited to the rates established in the Texas Comptroller of Public Accounts’ Texas Mileage Guide.

When commercial air transportation is available but the individual Trustee elects to drive a personal vehicle, the total reimbursement may not exceed the cost of an unrestricted coach ticket available for the same travel.

**AIRFARE**

When possible, Board members shall plan travel early enough to take advantage of 21-day and other airline discounts and shall also use conference-related discounts.

**GROUND TRANSPORTATION**

Taxis, shuttles, parking, and other essential expenses shall be reimbursed with receipts. There shall be no use of rental cars.

**ENTERTAINMENT**

No District funds may be spent for entertainment unless it is a part of the convention, conference, or workshop.

**CONFERENCE PARTICIPATION**

Substantial participation by Board members in the conference or convention shall be required. Participation in less than a substantial portion of the conference requires a prorata reimbursement to the District for hotel, travel, food, and other expenses.

A report from each Board member regarding his or her individual participation in the conference or workshop shall be required upon return and before reimbursement for expenses is made.

**TRUSTEE QUARTERLY REVIEW**

Trustees shall review on a quarterly basis their expenses, including, but not limited to, cellular phone expenditures, travel expenses, and miscellaneous operating expenses.

Upon request, Trustees shall be provided a running total of their budget allocated for travel and Board development training to include all credits.

**INTERNAL REVENUE COMPLIANCE**

The Office of Board Services shall ensure that the District’s travel expenditure and reimbursement policies, procedures, and report forms are maintained in such a way as to qualify as an “accounta-
ble plan” as defined by the Internal Revenue Service. Compliance with IRS policy for mileage reimbursement requires the Board member to keep contemporaneous records of time and place of travel. Modifications to the reimbursement policy shall be made, as necessary, to ensure that favorable tax treatment is obtained in accordance with the IRS Code.

This policy was last amended on March 24, 2016.