

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

**Expense
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

**Documentation
Required**

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Exception

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to Board members on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

School Board Travel

Board members shall be permitted to travel at the expense of the District to those meetings, functions, and activities that the Board determines serve the public interest and are necessary in the conduct of the public schools.

A Board member shall reimburse the District for any registration or airline fares if the Board member does not attend a prepaid conference or school-related event. Exceptions to this reimbursement requirement shall be approved by the Board, and exceptions should be permitted only in extenuating circumstances such as illness or death in the family.