

# **SCHOOL BOARD MEMBER REIMBURSEMENT POLICY FOR SCHOOL BOARD EXPENSES**

## **POLICY**

Board member 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.

## **SPECIFIC CATEGORIES**

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

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. The Board of Education will vote each year, before October 30, to designate the number of participants for the National School Board Conference, according to Board budget allowance. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop, subject to the limitations established annually by the Board for the categories of lodging, meals, travel, and telephone calls.
2. School business travel: air travel at coach rate; automobile mileage at the Internal Revenue Service approved rate per mile, plus tolls; taxi or rental car allowances at current prevailing rates for travel outside the district when necessary to attend a function on this schedule.

## **NON-SPECIFIC CATEGORIES OF EXPENSES**

If a Board member expects to incur an expense for an official duty or function not appearing in this policy or for an amount exceeding the Board budget allowance, the Board shall not reimburse that expense unless a motion to approve the expense is adopted before the expense is incurred.

## **EXPENSE RECEIPTS**

To receive reimbursement, a Board member shall submit to the assistant superintendent of business an expense voucher and supporting receipts or other evidence to verify each expense incurred. For non-emergency cancellations, Board member must personally pay any non-reimbursable fees/charges.

## **SPOUSES AND OTHER FAMILY MEMBERS**

Expenses of spouses and other family members accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.

Adopted: 09/21/94 Amended: 6/6/2002, 10/24/2002, 4/15/03; Reviewed 11/15/07

# FITZGERALD PUBLIC SCHOOLS

23200 Ryan Road, Warren, MI 48091-1999

Expense Account Of \_\_\_\_\_ Building \_\_\_\_\_ Title \_\_\_\_\_

DATE	PLACE OF PERSON CONTACTED AND PURPOSE OF ACTIVITY	NUMBER OF MILES	AMOUNT AT / MILE	COST OF MEALS	COST OF LODGING	REGISTRATION OR OTHER (PLEASE DESCRIBE)
<b>SUB TOTALS</b>						

CHARGE TO ACCOUNT NO. \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

AMOUNT RECEIVED IN ADVANCE \$- \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date