

1168 Reimbursement for Expenses

Board members shall be reimbursed for actual and necessary expenses incurred because of attendance at Board-approved workshops, seminars, conferences, or conventions. Board members must complete a form requesting approval to attend from the Superintendent.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the District business office for processing. Payment will be made after the Board approves the reimbursement.

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees and employees of the District.

There shall be no reimbursement for the purchase of any alcohol, tobacco, or personal products or services.

Approved: July 10, 2006

LEGAL REF: MCL [380.1254](#); [388.1764b](#); OAG, 1977-1978, No 5272(1978).

3600 Reimbursement of Expenses (Cf. 1168, 5330)

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

The Superintendent shall develop rules and regulations to supplement this policy.

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LEGAL REF: MCL [15.321](#)-330; [129.221](#) *et. seq.*; [129.241](#) *et. seq.*

5330 Travel Expenses (Cf. 1168, 3600)

The Board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the District's employees when approved in advance by the Superintendent.

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