

## **BOARD MEMBER EXPENSE REIMBURSEMENT POLICY**

Pursuant to Section 380.1254 of the Revised School Code, The following guidelines have been established by the Will Carleton Academy Board of Directors to ensure appropriate and proper reimbursement of expenses for Board members.

Salaries, per the Bylaws, Board members shall serve without compensation for their services. Board members may be reimbursed for reasonable expenses incident to their duties provided the expenses are approved in advance by majority vote of its members at an open meeting of the Board of Directors.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No post-purchase voucher will be approved if it exceeds \$50.00.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- F. Will Carleton Academy shall not provide, allow, or obtain credit cards to, or provide to a board member a debit card or similar instrument that pledges payment of funds from an account of Will Carleton Academy except in compliance with law.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Approved: 5 January 2016