

**D-1401 REIMBURSEMENT OF BOARD MEMBER OR EMPLOYEE EXPENSES**

The Board of Education recognizes that there are reasonable expenses incurred by the employees and board members on behalf of the District when carrying out the business of the District. Board members and employees shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board.

**A. Schedule of Pre-Approved Reimbursable Expenses**

The Board designates the following specific categories of duties and functions which are pre-approved as reimbursable expenses:

1. Local, state and national educational conferences and business meetings (excluding out-of-state conference for Board of Education members – reference policy B-2001 and section B below).
2. County and regional education-related associations of inter-governmental meetings.
3. Education or civic programs including materials and supplies.
4. Education-related seminars, continuing education classes, workshops and educational programs of other states and countries.
5. Expenses include registration fees, costs of travel, lodging and meals where these expenses are directly related to attendance at the conference, seminar, class, workshop or educational program of other states or countries.
6. The cost of travel includes air travel at coach rate, automobile mileage at the Internal Revenue Service appropriate rate per mile, parking tolls, taxi or rental car allowances at the current prevailing rates for travel outside the District, when necessary, to attend a function.
7. Other expenses related to the professional development of the Board member or employee. These expenses include, but are not limited to, professional reading materials, books, audio tapes and visual materials which enhance the professional development of the Board member or employee.
8. Telephone calls, facsimile expenses and other applicable communication expenses.
9. Other expenses related to carrying out the business of the District in which the Board of Education, Superintendent or designee feel is reasonable and within the parameters of the adopted budget.

## **B. Non-Scheduled Categories of Expenses.**

If a Board member or employee incurs an expense for an official duty or function not appearing on the schedule of pre-approved reimbursable expenses, the Board shall not reimburse that expense unless a motion to approve the non-scheduled expense is adopted before the expense is incurred. This includes out-of-state meetings of Board members that must have prior approval by resolution (reference policy B-2001).

## **C. Expense Vouchers**

To receive reimbursement, a Board member or employee shall submit to the District's business office an expense voucher and supporting receipts or other evidence to verify each expense incurred.

## **D. Spouses and Other Family Members**

Expenses for spouses accompanying Board members or employees in discharging their official duties or performing authorized functions are not reimbursable.

## **E. Budget**

Funds shall be budgeted on an annual basis for Board members and employees to attend and participate in the meetings, workshops, associations, conferences and other activities described in this bylaw.

## **F. Procedures**

The Superintendent or designee is authorized to develop procedures for reimbursement for expenses incurred by members of the Board of Education or employee in accordance with this bylaw.

*Legal Reference: Revised School Code MCL 380.1254*

**Adopted:** December 15, 2015