

BOARD POLICY – REGARDING REIMBURSEABLE EXPENSES FOR BOARD MEMBERS

0140 - MEMBERSHIP

0144 **Operations**

0144.1 **Compensation**

As specified by State law, Board members shall receive \$30.00 per meeting up to a total of fifty-two (52) meetings (including committee meetings) as compensation for their services. Any proposed increase in the amount of compensation must be approved by a majority vote of the Board in accordance with procedures established in statute. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties, as authorized by the Board and duly vouched. Any expense paid for or reimbursed by the District for out of State or overnight travel must be approved in advance by two (2) other Board members; and after submission of receipts for actual expenses, reimbursement must be approved by a vote of the Board.

M.C.L. 380.621, 380.621a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members:

- 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. The maximum reimbursable expenses are as follows:

Housing - \$200.00 per night /not including tax

Meals

Breakfast - \$10.00*

Lunch - \$15.00*

Dinner - \$25.00*

* Maximum tip is twenty percent (20%); does not include tax

- D. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

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. Board approval is required for all travel.

M.C.L. 380.634