

## Reimbursement for Board Member Expenses

Board members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board, and as permitted by this policy. All travel outside this state that is paid for or reimbursed by Char-Em ISD, requires ISD Board pre-approval.

*Schedule of 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. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop. Reimbursement shall be at the same rate as that for the professional staff for similar service.
2. County and regional education-related association or intergovernmental meetings.
3. Attendance at educational or civic programs and functions where the Board member is designated as the Board's official representative, delegate, or spokesperson. (This category does not include political activities of any kind.)
4. School business travel reimbursement is subject to the following limitations:
  - 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
  - telephone calls relating directly to school business.

*Non-scheduled Categories of Expenses* - If a Board member incurs an expense for an official duty or function not appearing on the schedule, the Board shall not reimburse that expense unless a motion to approve the non-scheduled expense is adopted before the expense is incurred.

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

*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: September 27, 2004

Jane Roberts, Board Secretary