

M.C.L.A. 380.11A, 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. Reimbursement for mileage at one half the current rate established by the Internal Revenue Service or the actual amount of receipts.
- B. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- C. 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.
- 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.

4320 JOB RELATED EXPENSES

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed, in accordance with the administrative guidelines, by the district to the extent approved in 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.