

Book	Policy Manual
Section	0000 Bylaws
Title	COMPENSATION
Code	po0144.1
Status	Active
Adopted	May 21, 2012
Last Revised	April 15, 2019

0144.1 - **COMPENSATION**

Board members shall receive not more than \$35 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

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 be at the current rate established by the Internal Revenue Service.
- C. Attendance at Board-approved conferences should be at the location closest to the District, when possible.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed. The maximum reimbursable expenses shall not exceed the standard room rate charged by the conference host facility. Meals are reimbursed at the United States General Services Administration Per Diem rate, which includes up to a twenty percent (20%) gratuity, for all travel.
- E. 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. Post-purchase vouchers may be approved at the discretion of the Board.
- F. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- G. 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 Central Business Office for approval after the expenses have been incurred and prior to reimbursement.

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Book	Policy Manual
Section	0000 Bylaws
Title	SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS
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0175.1 - **SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS**

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, State, and National workshops and conferences may be authorized.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

If approved, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation – plane, train or automobile, including buses, taxis and limousines
- C. mileage at the current rate established by the Internal Revenue Service.
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. Meals
 1. Meals will be reimbursed at the United States General Services Administration Per Diem rate, which includes up to a twenty percent (20%) gratuity, for all travel.
 2. official conference banquets will be reimbursed at actual cost

The Board must pre-approve all out-of-state conferences and workshops.

Revised 1/18/16

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Book	Policy Manual
Section	6000 Finances
Title	TRAVEL PAYMENT & REIMBURSEMENT
Code	po6550
Status	Active
Adopted	August 19, 2013
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6550 - **TRAVEL PAYMENT & REIMBURSEMENT**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

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