

School Board

Board Member Expenses

A. Expense Reimbursement

Members of the School Board serve without compensation.

All claims for expense reimbursement are subject to approval by the School Board and must be supported by signed expense vouchers and by receipts wherever possible.

Actual and necessary travel and other expenses incurred by Board Members while on approved District business will be reimbursed, as follows:

Registration

When possible, registration fees shall be paid by the District in advance.

Travel or Mileage

The least expensive transportation shall be used, providing that no hardship shall be caused to the Board Member. School Board Members will be reimbursed for:

Air Travel

Board Members shall be reimbursed for air travel at the coach or single class commercial airline rate. First class air travel shall be reimbursed only if emergency circumstances warrant such travel. The emergency circumstances must be explained on the expense vouchers. Copies of airline tickets shall be attached to the expense vouchers to substantiate amounts.

Rail, Bus Travel

Board Members shall be reimbursed for rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach air fare. Copies of tickets shall be attached to the expense vouchers to substantiate amounts.

Automobile Travel

Board Members shall be reimbursed for use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach air fare.

Rental Automobiles

Board Members shall be reimbursed for mid-size automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense vouchers.

Miscellaneous Travel

Mileage for use of personal automobiles in trips to and from transportation terminals shall be reimbursed to Board Members at mileage rates approved by the Internal Revenue Service. Toll charges and parking costs shall be reimbursed in full. Board Members also shall be reimbursed in full for taxis, airport limousines or other local transportation costs.

Up to Two Hundred Fifty Dollars (\$250.00), considered the deductible portion of the Board Member's automobile insurance, shall be reimbursed when a Board Member is involved in an accident while on school business. This allowance will be paid only when the expense vouchers are accompanied by adequate proof that a deductible expense was incurred, that the vehicular accident was not caused by the Board Member, and that the surrounding circumstances suggest that the other vehicle involved should not bear the cost of repair.

Hotel/Motel Charges

Room Charges

Board Members shall request conference rate or mid-fare room accommodations when possible. A single room rate shall be reimbursed.

Hotel/Motel

Other expenses incurred by Board Members shall be reimbursed when specifically related to School District business. The expense vouchers or hotel bill must explain the types of expenses incurred.

Board Members shall pay personal expenses that are charged to hotel room bills at check-out. If impossible, deductions for the charges should be made on the expense vouchers.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area.

Tips shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board Members may include any other costs related to School District activities on expense vouchers.

Personal Charges

All personal travel costs shall be excluded from expense vouchers.

No Board Member shall be reimbursed for any expense incurred by or on behalf of any person other than such Board Member.

II. Expense Claims Procedures

Every Board Member seeking reimbursement for expenses must submit itemized vouchers showing the amount of his or her actual and necessary expenses, on forms approved by the Board. The expense vouchers shall bear the Board Member's signature, and receipts shall be attached to the vouchers. When the bill pertains to a group function, the names of all participating Members shall be noted on the receipt.

Expense claims shall be submitted to the Superintendent. Claims for reimbursable expenses must be submitted prior to the first day of the month in which reimbursement is desired.

Requests for reimbursement shall be approved or rejected by the Board as part of its regular bill review process.

III. Advancement of Expenses for Attendance at Conferences, Seminars and Conventions

The Board may advance to Board Members, anticipated, actual and necessary expenses for travel and other purposes incurred while attending:

- (1) Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendents of Schools;
- (2) County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
- (3) Meetings sponsored by a national organization in the field of public school education.

Actual and necessary expenses are those reasonably anticipated to be incurred on the days necessary for travel to and from and for attendance at such meetings.

No advance payment shall be made except for specific reservations for travel, advance registration, and lodging. The check for advance payments shall be written directly to the agency by the District's treasurer.

Board Members requesting advancement of expenses must submit a signed written request stating the purpose of the request and the amount of his or her anticipated actual and necessary expenses, on the form approved by the Board.

Expense advancement requests shall be submitted to the Superintendent prior to the first day of the month in which reimbursement is desired. Requests for advancement of expenses shall be approved or rejected by the Board as part of its regular bill review process. Reimbursement will be made by check from the regular District account.

Advancement of expenses shall be governed by the general guidelines contained in this Policy and limited to a maximum advancement of \$40.00 per day for food and miscellaneous expenses (exclusive of travel and lodging). Reservations for lodging are to be arranged by the District in advance. No money for expenses shall be advanced to any Board Member for any expense incurred by or on behalf of any person other than that Board Member.

Within ten (10) days after a meeting for which money was advanced to a Board Member for anticipated actual and necessary expenses, the Board Member shall submit itemized vouchers showing the amount of his or her actual and necessary expenses, on forms approved by the Board. The expense vouchers shall bear the Board Member's signature, and receipts shall be attached to the vouchers. When the bill pertains to a group function, the names of all participating Members shall be noted on the receipt. Expense vouchers shall be submitted to the Superintendent and shall be reviewed by the Board as part of its regular bill review process.

If the Board Member's actual and necessary expenses, as approved by the Board, exceed the amount advanced, the Board Member shall be reimbursed. If actual and necessary expenses, as approved by the Board, are less than the amount advanced, the Board Member shall refund the excess amount to the District within ten (10) days of Board approval.

LEGAL REF.: Illinois School Code, Sec. 10-22.32 (105 ILCS 5/10-22.32).

CROSS REF.: 2.120

Adopted: November 19, 1998

Reviewed: November 14, 2002

Reviewed: October 28, 2010