

## BOARD OF EDUCATION

### BOARD MEMBER SERVICES - BOARD MEMBER COMPENSATION AND EXPENSES

#### Expense Reimbursement

Members of the School Board provide volunteer service to the community and serve without compensation.

#### Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

#### Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and/or lodging expenses in the District by resolution. At least annually, the Superintendent will recommend a maximum allowable reimbursement amount for travel, meal, and lodging expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

#### Exceeding the Maximum Allowable Reimbursement Amount

With regard to travel, meal, and lodging expenses, all requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. An emergency or other extraordinary circumstance exists; and
2. The request is approved by a roll call vote at an open Board meeting.

#### Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent 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

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3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 280.02, *Board Member Development and Training* and other professional development opportunities that are encouraged by the School Code (see the Reimbursements and Purchase Orders paragraph, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

#### Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participating Board members and employees of the District.

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3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

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

1. Registration

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

2. 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:

- a) 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.

- b) 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.

- c) 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.

- d) Rental Automobiles

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

- e) 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.

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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.

3. Hotel/Motel Chargesa) Room Charges

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

b) 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.

4. 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. Alcoholic beverages will not be reimbursed.

5. Miscellaneous Expenses

Board Members may use the standardized expense form to request reimbursement for other expenses related to School District activities.

6. Personal Charges

All personal travel costs shall be excluded from expense vouchers.

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LEGAL REF.: Illinois School Code, Sec. 10-22.32 (105 ILCS 5/10-22.32).  
Local Government Travel Expense Control Act, 50 ILCS 150/

Adopted: March 10, 1983  
Revised: June 23, 1988  
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