

## **BOARD MEMBER COMPENSATION AND EXPENSE REGULATION**

The Business Manager is responsible for auditing all requests or vouchers for reimbursements for expenses within the guidelines herein set forth.

Vouchers will be submitted indicating dates of travel, place and purpose of the conference, meeting or workshop.

### Travel

1. All ground transportation will be reimbursed at the current mileage rate established by the Board of Education Vouchers will be submitted and indicate the date(s) of travel, destination and mileage.
2. All tolls will be reimbursed upon the submission of a receipt with the voucher.
3. All rail and/or bus transportation will be 100% reimbursable upon the submission of a signed receipt or a canceled ticket. The request for reimbursement must show the date and destination.
4. Air transportation.
  - a. All air transportation reservations should be made through the Superintendent of Schools or the appropriate administrator if it is an administrative conference, workshop or meeting.
  - b. All air transportation will be reimbursed at "tourist rates" only and at the best possible rate at the time of ticketing using the conference rates, convention bureau rates or working through a designated travel agency.
  - c. If a Board member, by his/her own choice, wants to make his/her own air reservations, the cost for same will be reimbursed up to a dollar amount equal to the best possible rate obtained as in "a" or "b" above.
5. Ground transportation to and from the airport (taxis, buses, etc.) will be reimbursed at 100% of the cost. Receipts should be obtained. The submitted voucher should contain the date of the trip.
6. Expenses for rental cars will be reimbursed upon the submission of justification that they were used to save the school district money. It is established that it is most often cheaper to use a rental car for ground transportation while at a conference. There shall be only one authorized rental car per conference unless justification is submitted to the Superintendent in advance for approval. The Superintendent will take into consideration such things as number of authorized persons attending the conference, availability of public transportation at the convention site, distance of hotel from convention center and whether, according to the Superintendent, the second car will be a financial savings to the school district.

### Lodging

All lodging for more than one attendee at a conference, meeting or workshop will be made through the Superintendent. Lodging reservations will be made at the conference or convention rates.

Authorized attendees at meetings and workshops of short duration (one or two nights) will share rooms with other attendees of the same sex (two in a room wherever possible). Any individual requesting a single room at meetings and workshops of short duration will be reimbursed at fifty percent of the cost of the room.

Authorized attendees shall be reimbursed at 100% of the room rate unless there is an exception as above.

Reimbursable charges on hotel bills will be as follows:

1. Lodging for the number of nights in attendance.
2. Two long distance telephone calls home of reasonable duration.
3. Meals charged at the hotel restaurant. No reimbursement for room service meals.
- 4.

All other charges will be paid by the individual, i.e.: room service, local calls, coffee, items from gift shop.

### Meals

A serious effort should be made to obtain a receipt for all meals and tips. All receipted meals will be reimbursed on actual cost basis.

Unreceipted meals will be reimbursed at a rate designated by the Superintendent of Schools. Requests for reimbursement or expense vouchers for meals should include receipts where available, the date of said meal, the names of the authorized persons for which the meal reimbursement is claimed.

There shall be no reimbursement for snacks, coffee breaks, alcoholic beverages and such items deemed inappropriate as part of expenses of attendance at a conference, meeting or workshop.

Adoption date: July 12, 1994