

Board of Education

School Board

Board Member Compensation; Expenses

~~No Board~~School Board member ~~Member Compensation Prohibited~~

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

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 lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for 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(s)

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. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance ~~or reimburse~~to its members ~~the~~ 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 ~~Board of Education~~school board association complying with Article 23 of ~~The~~the School Code; and
3. Meetings sponsored by ~~an~~a national organization in the field of public school education.

~~In addition, the Board may reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, Board Member Development.~~

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 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, 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. ~~A Board member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to~~ When pre-approval is not sought, Board members must seek expense reimbursement—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 voucher~~form(s) must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board following information:

1. The amount of ~~Education member,~~the estimated or (2) anyone's personal actual expense, with attached receipts for actual incurred expenses.

~~The Superintendent shall review the submitted vouchers for compliance with this policy. If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. The Superintendent shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection.~~

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 participants.
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.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

Registration

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

Transportation

2. Travel. The least expensive ~~transportation~~method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for: ~~(See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers.*)~~
- 1-a. Air travel at the coach or ~~single~~economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense ~~voucher~~form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense ~~voucher~~form.
- 2-b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets ~~will~~must be attached to the expense ~~voucher~~form to substantiate amounts.
- 3-c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service ~~as of January 1st~~ for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
- 4-d. Automobile rental costs when the ~~vehicle's~~vehicle's use is warranted. The circumstances for such use must be explained on the expense ~~voucher~~form.
- 5-e. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges

3. Meals. ~~Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.~~
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed.– Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense ~~voucher~~form.

Meal Charges

~~Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.~~

Miscellaneous Expenses

5. . Board members may seek reimbursement for other expenses incurred ~~white~~while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense ~~vouchers~~form, attaching receipts ~~if possible~~.

Personal Charges

~~All personal travel costs must be excluded from the expense voucher.~~

Submission

~~All expenses must be submitted within 30 days of travel for reimbursement.~~

LEGAL REF.: -105 ILCS 5/10-20 and 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member ~~eonflict~~Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: November 6, 2001

AMENDED: December 17, 2012