

SUBJECT: BOARD OF EDUCATION EXPENSE REIMBURSEMENT POLICY

Revised: March 8, 2007
Effective: May 2006
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1.0 Purpose

The Board of Education has a fiduciary responsibility to exercise fiscal responsibility while allowing for the reimbursement of reasonable expense incurred by Board members in exercising their duties in accordance with the requirements of the Michigan Revised School Code and its Bylaws.

2.0 Policy

In accordance with the Revised School Code, the Board of Education may pay the actual and necessary expenses incurred by its members in the discharge of official duties or in the performance of functions authorized by the Board for items and in the manner specified herein. Amounts to be reimbursed shall be within the Board's approved budget allocations, including attendance at workshops and conventions.

3.0 Expenses Eligible for Reimbursement**3.1 Transportation Expenses**

(a) Mileage for Official Travel: Reimbursement will be for the "per mile" rate set by the Board of Education, but in no event shall such rate be greater than allowed by the Internal Revenue Service.

(b) Commercial Transportation Common Carrier (Air, Train, Bus): Board members are encouraged to take advantage of any available discount fares; all reservations and ticket purchases should be made as far in advance as possible. Reimbursement will be for coach fare rates, except as otherwise approved by the Board President. Original receipts are required for reimbursement of this expense.

(c) Ground Transportation (Taxis, Public Transport, Car Service)
The use of public transportation is encouraged. Reimbursement will be for travel from: (i) the point of departure to the airport/station to the hotel; (ii) the hotel to the airport/station to the point of arrival; and (iii) from the hotel to the point of an engagement or meeting and return for the lowest cost means available. Car service may be used if the cost is less than the cost of a taxi service or other means of transportation, or with prior approval from the Board President.

(d) Cars, Rental: Car rental is a reimbursable expense only when other modes of transportation are cost prohibitive, no other transportation is available or the ground transportation distance

renders public transportation, taxi, or other mode of transportation impractical. Reimbursement will be for the midsize rental rate. Upgrades are not reimbursable.

3.2 Meals, Food

The daily rate allowance for meals and incidental expenses will be at the per diem rate set for meals and incidental expenses by the U.S. General Services Administration. Alcoholic beverages will not be reimbursed.

3.3 Lodging

Board members are encouraged to seek discounted rates for government, corporations or conference rates. Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location. Hotel lodging in the City of Detroit or in the surrounding metropolitan area will not be reimbursed.

3.4 Receipts

Board members shall be reimbursed for expenses incurred in the performance of their duties upon the submission of a signed voucher/receipt evidencing the amount of the reimbursement/expenditure or travel allowance to the Board Treasurer for verification and approval. All requests for reimbursements must be accompanied by an original itemized receipt for the requested reimbursement. The only exception to this is mileage. Credit card receipts showing only a total amount will not be sufficient. Any request for reimbursement that is not accompanied by a receipt (excluding mileage) will be denied and returned.

3.5 Professional Memberships

A payment for membership in a professional organization requires that the membership be in the name of the Board or the title of the position, with individuals retaining such Board-sponsored membership only while the individual remains in the named position.

4.0 Out of State Travel

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Expenses for out of state travel shall be reimbursed in accordance with Section 3 of this policy.

5.0 Annual Expenditure Limit

Notwithstanding the foregoing or anything to the contrary stated herein, no Board Member shall be reimbursed for expenses incurred in excess of five thousand dollars (\$5,000.00) during any one fiscal year.

Legal References: MCLA Section 380.431a (2) (Powers of board as to bylaws and regulations), MCLA Section 380.1254 (Expenses of board members and employees).

Cross References: Detroit Board of Education Bylaws Article II.