

Board of Education

Board Member Expenses

Board members may not receive compensation for their services.

The Board may reimburse members the actual and necessary expenses 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
3. Meetings sponsored by an 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 reimbursement is not guaranteed and Board Members should seek pre-approval of expenses from the Board of Education. Regardless of whether a Board Member seeks and obtains pre-approval of an expense, if a Board Member desires to be reimbursed for an expense by the School District the Board Member must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, and must attach receipts to the voucher.

A bill for a group function should have the names of members attending noted on the receipt. Expense vouchers shall be evaluated and approved or rejected by the Board of Education in its regular billing process.

The Superintendent shall review the submitted vouchers for compliance with this policy. If any vouchers 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.

Advancements

No advance payment shall be made to any Board Member for specific reservations for travel, advance registration, and lodging. The check for payments shall be written directly to the agency by the District's treasurer. Subject to this Policy, if the Board Member's actual and necessary expenses exceed the amount advanced, the Board Member shall be reimbursed; if they are less than the amount advanced, the Board Member shall refund the difference.

No money shall be advanced or reimbursed for the expenses of any person except the Board of Education member.

Registration

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

Transportation

The least expensive transportation shall be used, providing that no hardship shall be caused to the Board member. Board of Education members will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense voucher. Copies of airline tickets must be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach air fare. Copies of tickets will be attached to the expense voucher to substantiate amounts.
3. 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. 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. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
5. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges

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 check-out. If that is impossible, deductions for the charges should be made on the expense voucher.

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

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

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 4:50 (Payment Procedures)

Adopted: November 14, 1994

Amended: October 10, 2006
May 13, 2013

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