

Business Procedures

Series 800

Board of Directors

Policy Title Member Compensation & Expenses Code No. 803.11

As a locally-elected public official, the Board member is a public servant who serves without compensation for the Board member's time spent as a Board member. Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the Board member must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt shall make the expense a personal expense. Personal expenses shall be reimbursed by the Board member to the school district no later than ten working days following the date of expense. In exceptional circumstances, the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

Travel outside of the school district must be pre-approved. Pre-approved expenses for transportation within 300 miles of the administrative office the school district shall be by automobile. If a school district vehicle is not available, the Board member will be reimbursed 39 cents per mile. Pre-approved expenses for transportation outside of 300 miles of the administrative office shall be by public carrier. Reimbursement for air travel shall be at the tourist class fares. Should a Board member choose to travel by automobile, reimbursement shall be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium priced agency unless the number of Board members traveling on behalf of the school district warrant a larger vehicle. Travel inside the school district in the Board member's personal vehicle will be reimbursed 39 cents per mile.

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277.27, 279.8, .32 (1991)