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No School Board member may receive compensation for services. The Board may advance or reimburse members the actual and necessary expenses provided that such expenses are pre-approved by the Board, and 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.

Expense reimbursement is not guaranteed, even where the Board has pre-approved such expenses. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher 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 member, or (2) anyone's personal expenses.

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

### **Registration**

When possible, registration fees will be paid by the District in advance provided that such expenses are pre-approved by the Board.

### **Transportation**

The least expensive transportation will be used, provided that no hardship will be caused to the Board member. Only to the extent that transportation expenses are pre-approved by the Board, Board members will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. Copies of airline receipts 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 airfare. Copies of receipts 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

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. 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. Board members should pay personal expenses at checkout.

### **Meal Charges**

Meal charges to the 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.

**Legal Reference:** 105 ILCS 5/10-22.32.

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL