

Procedure Board Member Expenses

At a board member's request, advance payment to cover anticipated expenses for representing the district may be made. After returning from the meeting or conference, the board member will submit a detailed travel voucher and return the unexpended portion of the advance payment to the business office prior to the next regular scheduled board meeting.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside & outside the district if prior approval has been given by the Superintendent. The report must show each point of departure and destination. Reimbursement allowed only when travel is necessary for the district and has been pre-approved with a travel request (available in the business office).

A statement of expenses is to be submitted for each trip for which reimbursement is to be requested.

Reimbursable expenses are:

- A. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
- B. Pre-approved fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a single-room rate. **The district will arrange hotel accommodations and when possible will arrange direct billing or payment by the district's Visa Card.**
- D. **Reasonable expenses for meals will not exceed \$60.00 total per day (Any combination for the board will be accepted i.e., Breakfast \$10; Lunch \$15; Dinner \$35). If a meal is provided as part of a conference or meeting then the daily meal allowance will be reduced by the cost of the district. All meal receipts must be an itemized receipt showing detail of the meal and beverage purchased.**
- E. Such incidental expenses as parking fees, toll fees, reasonable duplication costs, or internet costs and the like which are incurred for the benefit of the district.
- F. Airline Travel – Prior approval from the Superintendent only.

NON-REIMBURSABLE EXPENSES:

The following expenses are non-reimbursable:

- 1) Alcoholic beverages, additional meals, and snacks.
- 2) Personal telephone calls, postage, or membership fees.
- 3) Expenses for personal benefit or entertainment shall not be reimbursed.

PRESCOTT SCHOOL DISTRICT
Adoption Date: 12-15-2016
Classification:
Revised Dates: **12.11**