

BBBF

REIMBURSEMENT OF EXPENSES (Cf. GAN, BBE)

BBBF

The district may pay the actual and necessary expenses incurred by Board members in the discharge of official duties, or in the performance of functions authorized by the Board, including expenses incurred as a result of attendance at Board approved workshops, seminars, conferences, or conventions.

Approved:	August 5, 1991
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LEGAL REF:	MCL, 380.1254; 388.1764(b)

BBBF-R

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1. Preapproved Expense Categories

The Board establishes the following categories of reimbursable expenses which will be paid on behalf of Board members in the performance of official duties as defined by policy BBBF:

- a. Dues, assessments and the cost of any meals provided at any meetings of the county association of school boards, any regional education related association, or intergovernmental group.
- b. The use of office or communication equipment at the Board member's residence, including the necessary costs for supplies, maintenance, repairs, replacement, and telephone charges. The equipment remains the property of the district, and can only be used for official business and must be turned in when the Board member leaves office.
- c. Actual costs, including meal charges, for attending any educational or civic program or function where the Board member is designated as the Board's official representative, delegate, or spokesperson.
- d. Telephone charges.
- e. Mileage at the current IRS rate for attending all authorized activities.

- f. Parking and tolls.
- g. Office supplies and postage.
- h. Books, periodicals, or other published materials, not to exceed \$200 per school year.
- i. Workshops, seminars, conferences, and conventions, including:
 - 1. Registration fees;
 - 2. Fees and charges for course materials, supplies, or similar items;
 - 3. Books or other published materials used in conjunction with the workshop or recommended by the course instructors;
 - 4. Actual mileage from the Board member's residence to and from the activity by a reasonably direct route at the current IRS allowance. If public transportation or a common carrier is used, then the actual cost of that transportation in lieu of mileage;
 - 5. One meal per day for activities located within 20 miles of the Board member's residence and an additional meal if the Board member also attends an evening session;
 - 6. All meals for all other activities;
 - 7. Accommodations at a hotel, motel, or similar facility; and
 - 8. Miscellaneous expenses such as taxis, baggage handling charges, tips, airport taxes or fees, telephone charges, and other similar items.

2. **Other Expenses**

Any expense not listed above, or in excess of the stated maximums, requires approval by a majority vote of the Board before the expense is incurred.

3. **Payment**

All expenses reimbursed to or paid on behalf of a Board member shall be included in a warrant list. The Board, by a majority vote of its members at an open meeting, must approve the warrant list containing the reimbursement before it is actually paid.

Records of all payments under this policy shall be open to the public.

4. **Prior Approval Required**

Prior approval by a majority of Board members present at a regular or special meeting is required under any of the following conditions:

- a. Accommodations at a hotel, motel, or similar facility in state; or
- b. When the activity is located outside the state of Michigan.

5. **Expense Vouchers**

Expense vouchers, along with supporting receipts, shall be submitted to the Superintendent for processing. Expense vouchers must be countersigned by two Board officers, not including the person submitting the voucher. Any dispute shall be settled by a majority vote of the Board.

DJD **REIMBURSEMENT OF EXPENSES** (Cf. BBBF, GAN)

DJD

District personnel other than Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the district to the extent approved or provided in duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

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LEGAL REF:	MCL, 380.1254; AG Opinion #5272

DJD-R **REIMBURSEMENT OF EXPENSES**

DJD-R

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board or by any negotiated master contract.

Credit Card

Credit card usage is controlled by Policy DJAD.

Spouse Reimbursement (Cf. BBBF)

Expenses incurred for spouses of employees shall not be reimbursed.

Authorization for Travel

All travel must be approved by the employee's immediate supervisor and Superintendent. The appropriate forms must be completed prior to departure.

1. A Conference Request Form must be submitted no later than five school days prior to the meeting; and
2. Estimated expenses must be within appropriate budget allocations.

An Approval of Request Form signed by the Superintendent shall constitute certification for authorized travel. Certain employees shall be authorized by the

Superintendent to travel locally in the performance of their duties and submit expense vouchers for reimbursement.

Reimbursable Expenses

1. Lodging (actual room cost)
2. Meals
3. Conference registration fees
4. Parking and tolls
5. Common carrier transportation within limitations above
6. Use of private vehicle within limitations above;
7. Postage, telephone, and telegram charges for business purposes
8. Charge for baggage service, tips (not to exceed 15 percent)

Advances

Request for an advance to pay expenses at a conference shall be made at the time application is made and shall be approved by the Superintendent. Immediately upon return a financial accounting, including documentation, shall be made to the business office and any unused funds returned. Expenditures not documented shall be reimbursed to the district.

Daily Travel

Local travel as authorized under these regulations is to be recorded on a daily basis and submitted to the business office at the end of each month for reimbursement. Voucher must include date, destination, purpose of travel, and number of miles for each trip.