

Board Member Expenses

No board member may receive compensation for services.

The Board may advance or 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.
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of *The School Code*.
3. Meetings sponsored by an organization in the field of public school education.

Expense reimbursement is not guaranteed and board members should seek pre-approval of expenses, except in situations when the expense is diminutive.

A member must return to the District any portion of an expense advance not used. 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 expenses, 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 any voucher's compliance appears uncertain, the Superintendent shall notify the 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 presented to the Board for approval or rejection.

Registration

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

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the board member. District vehicles may be used upon approval of the Superintendent. Board 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 District for employee travel, which is the 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 District should represent "mid-fare" selections for the hotel/meeting facility or general area and should not exceed the amount paid for District employees. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board members may include any other costs related to board activities on expense vouchers.

Board Member Expense Voucher

To be submitted to the Superintendent

Name:			
Position:			
Reason for Travel:			
Destination:			
Date of Departure:		Date of Return:	

Date	Miles	Travel* Cost	Lodging	Breakfast	Lunch	Dinner	Other	Total

*Auto mileage =	cents per mile.	TOTAL REQUEST: \$
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 Superintendent Date

 Chief Financial Officer/Treasurer Date

FOR OFFICE USE - Account Number:



LEGAL REF.: 105 ILCS 5/10-22.32.
 CROSS REF.: 2.100, 2.120, 4.50