

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

PROPOSED REVISIONS

~~TRAVEL
ARRANGEMENTS~~

~~Board travel arrangements and related accounting functions shall be handled by the Superintendent's Office in coordination with the Travel Office.~~

~~DISTRICT ISSUED
EQUIPMENT AND
SUPPLIES~~

~~Board members may be loaned a dedicated facsimile machine and a District laptop computer for the purpose of conducting Board business. All supplies or replacement parts in relation to this equipment shall be provided by the District upon request (i.e., paper and toner). Other items relating to the role of Board members, including stationary and business cards, shall also be provided upon request. All such equipment and other items shall be returned to the District by the Trustee at the end of the Trustee's tenure as such.~~

EXPENSE
REIMBURSEMENT

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

TRAVEL EXPENSES

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.

When commercial air transportation is available but the Board member elects to drive a personal vehicle, the total reimbursement for mileage shall not exceed the cost of the coach fare available for destination.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION
REQUIRED

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

~~Board members shall be reimbursed for reasonable expenses, incurred in carrying out Board business, at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board. Board mem-~~

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~~bers may also be reimbursed for Internet service fees as needed for the purpose of conducting Board business.~~

~~An amount for Board member travel expense reimbursement shall be approved in the budget each year. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.~~

~~Reimbursement shall be made by one of the following methods, as determined by the Board:~~

- ~~1. Reimbursement for use of a personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a travel expense voucher, including original receipts or credit card receipts that meet documentation standards, that accounts for actual expenses for which reimbursement is requested.~~
- ~~2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable travel-related expenditures. Board members shall file a travel expense voucher, including original receipts or credit card receipts that meet documentation standards, that accounts for amounts actually expended. Any excess shall be refunded to the District.~~

MEALS

~~Board members may be reimbursed for meals purchased for non-employee guests on official business by submitting a meal expense reimbursement report. Meal expenditures must be reasonable and supported with proper receipts; the report should include the names of all who were in attendance along with a statement explaining the business purpose.~~