



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

PERSONNEL **Board Member Expenses**

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Regulation of Board member Expenses

The Board shall regulate the reimbursement and advancement of all travel, meal, and lodging expenses of Board members by adopting a resolution that establishes the following:

- (1) The types of official business for which travel, meal, and lodging expenses are allowed;
- (2) The maximum allowable reimbursement or advancement for travel, meal, and lodging expenses; and
- (3) A standardized form for submission of travel, meal, and lodging expenses.

Allowed Expenses

Subject to this policy and Board resolution, Board members may be reimbursed for registration fees and travel, meal, and lodging expenses related to (i) attendance at conferences and meetings that benefit the School District and (ii) the performance of duties or the provision of services rendered to the organizations and associations with which the School District is affiliated or maintains membership.

In addition, subject to this policy and Board resolution, the Board may advance its members actual and necessary expenses to be incurred while attending the following:

- (1) Meetings sponsored by the State Board of Education or by the regional superintendents of schools,

(2) County or regional meetings and the annual meeting sponsored by any school board association complying with the provisions of Article 23 of this Act, and

(3) Meetings sponsored by a national organization in the field of public school education.

Such advanced actual and necessary expenses are those reasonably anticipated to be incurred on the days necessary for travel to and from and for attendance at such meetings.

If the Board advances amounts to a Board member, the Board member must return to the School District any portion of the expense advancement not used.

To the extent reasonable, the least expensive transportation shall be used. Subject to this policy and Board resolution, School 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.
- (2) Rail or bus travel at actual cost.
- (3) Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. 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.
- (5) Taxis, airport limousines, or other local transportation costs.

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area.

School Board members should request conference rate or mid-fare room accommodations. A single room will be reimbursed. Subject to this policy and Board resolution, other expenses incurred will be reimbursed when specifically related to School District business.

Impermissible Expenses

The Board shall not reimburse or make advancements for the following expenses:

- (1) The expense of any person except a Board member or School District employee.
- (2) Any expenses that exceed the maximum allowable travel, meal, or lodging expense established by Board resolution unless the Board member incurred the expense due to an emergency or other extraordinary reason.
- (3) Any entertainment expense. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.
- (4) Alcoholic beverages, room service, and other expenses considered unreasonable or unnecessary during the course of the trip.

Documentation of Expenses

Before the Board may approve reimbursement or advancement related to expenses for travel, meals, or lodging, the following minimum documentation must first be submitted to the Board:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) The name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) The office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Adopted : 2/20/2017