

NEOLA of MICHIGAN INTERMEDIATE SCHOOL DISTRICTS

BOARD OF EDUCATION
_____ INTERMEDIATE SCHOOL DISTRICT

BYLAWS
0140/page 8 of 13

144
144.1

Operations Compensation

Board members shall receive \$_____ per meeting up to a total of _____ meetings (including committee meetings) as compensation for their services. Any proposed increase in the amount of compensation must be approved by a majority voter of the Board in accordance with the procedures established in statute. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L.A. 380.621, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- [] Expenses will be reimbursed only for activities authorized by the Board.
- [] Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- [] Attendance at Board-approved conferences should be at the location closest to the District.
- [] When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed. The maximum reimbursable expenses are as follows:

Housing- \$_____ per night

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BOARD OF EDUCATION
_____ INTERMEDIATE SCHOOL DISTRICT

BYLAWS
0140/page 9 of 13

Meals

Breakfast- \$ _____

Lunch- \$ _____

Dinner- \$ _____

Telephone expenses will be reimbursed to a maximum of \$ _____ per fiscal year.

- [] Purchases of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$ _____.
- [] When the Board attends a community of school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- [] No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

144.2

Board Member Ethics

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

JOB-RELATED EXPENSES

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- () Travel within or outside the District is to be authorized by the _____.
- () Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the _____ for approval by the _____. All such requests must be received in the Central Office at least _____ days prior to the date a decision is needed. Forms are available in each school office.

Procedure

- () Each request for travel or conference funds should detail the reasons for the expenditures

and should not be labeled in broad general terms. (See Form 3243 F1)

- () Under normal conditions, officers, and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- () Travel should be by the most direct and economical route.
- () All persons authorized to travel on business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statements may serve as a receipt, with reimbursement available to pay the charges.
- () For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- () In all instances of travel reimbursement, full itemization of expenditures is required.
- () Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- () Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.
- () Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel

by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.

- () Lodging and meals will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- () Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- () Registration fees are reimbursable.
- () Sales tax on hotel bills is reimbursable.