

Board of Education

Board members may not receive compensation for their services.

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

No advance payment shall be made except for specific reservations for travel, advance registration, and lodging. The check for advance payments shall be written directly to the agency by the District's treasurer.

Members must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses and attaching receipts to the voucher for expenses of \$25.00 or more. If the member's actual and necessary expenses exceed the amount advanced, the member shall be reimbursed; if they are less than the amount advanced, the member shall refund the difference.

A bill for a group function should have the names of members attending noted on the receipt. Expense vouchers shall be evaluated and approved or rejected by the Board of Education in its regular billing process.

No money shall be advanced or reimbursed for the expenses of any person except the Board of Education member.

Registration

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

Transportation

The least expensive transportation shall be used, providing that no hardship shall be caused to the Board member. Board of Education members will be reimbursed for:

1. Air travel at the coach 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 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 of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Other expenses incurred by Board of Education members will be reimbursed when specifically related to School District business. The expense voucher or hotel bill must explain the types of expenses incurred.

Board of Education members shall pay personal expenses that are charged to hotel room bills at check-out. If that is impossible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

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

Personal Charges

All personal travel costs must be excluded from the expense voucher.

LEGAL REF.: 105 ILCS 5/10-22.32 [Ill. Rev. Stat., ch. 122, ¶ 10-22.32].

CROSS REF.: 2.120

Adopted: October 11, 1995