

## Series 2000 Bylaws

### 2300 Board Member Conduct

#### *2305 Board Member Reimbursement and Travel Expenses*

##### A. Reimbursement

Board members may be reimbursed for their actual and necessary expenses incurred in the discharge of their official duties or in the performance of functions authorized by the Board (Expense(s)) as follows:

##### 1. Reimbursement for Expenses Not Involving Overnight Travel

Board members may be reimbursed for Expenses not including at least 1 overnight stay if 1 or both of the following apply:

- a. the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific Expense before the Expense was incurred;
- b. the Expense is consistent with this Policy, establishing specific categories of reimbursable Expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

##### 2. Reimbursement Involving Overnight Travel

A Board member may be reimbursed for Expenses that include at least 1 overnight stay that is paid for or reimbursed by the District if the Board member submits and obtains approval from the Board or the Board's designee of both a pre-travel authorization form detailing estimated expenses and a post-travel form detailing and verifying actual expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

##### B. Established Categories of Reimbursable Expenses

##### 1. Conferences, Membership Fees, and Training Programs

Registration fees, conference fees, and training fees for Board member attendance at education workshops, conferences, training programs, and meetings sponsored by the District or state and national educational organizations which are relevant to Board members in performing their duties or which are in the District's best interests, may be reimbursed within Board-approved budget parameters if approved by a majority vote of the Board. Board members are encouraged to enhance their effectiveness through participation in such programs.

##### 2. Travel Expenses

- a. Travel by privately owned vehicle may be reimbursed, within Board approved budget parameters, at the standard mileage rate set by the Internal Revenue Service, if approved by a majority vote of the Board.
- b. For travel within District boundaries, the Board will not expend District funds for the purchase, rental, or lease of cars for Board members or for chauffeurs for Board members.

### 3. Meals

- a. The Board may reimburse a Board member only for expenses actually and reasonably incurred for the Board member's meals up to \$35.00 per day. The Board will not reimburse a Board member for meals for a non-Board member.
- b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.

### 4. Lodging

- a. The Board may reimburse a Board member for Expenses actually and necessarily incurred for the Board member's lodging in the discharge of official duties or in the performance of functions authorized by the Board, if approved by a majority vote of the Board following submission and approval of pre-travel and post-travel expense forms pursuant to subsection A.2 of this Policy.

### C. Use of District Credit/Debit Cards

The Board will not provide, allow, or obtain credit cards for, issue credit cards to, or provide to a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3209.

### D. Public Records

Records of payments made under this Policy are considered public records.

Legal Authority: MCL 129.241-.247, MCL 380.601a, 380.620, 380.621a, 380.1217a, 380.1254; MCL 388.1764b

Date adopted: October 5, 2021

Date revised:

## **Series 4000: District Employment**

### **4100 Employee Rights and Responsibilities**

#### **4110 Reimbursement**

The District may reimburse an employee for actual, necessary, and reasonable expenses incurred in the performance of official or appropriately authorized duties. As a condition to reimbursement, the District may require pre-approval of an expense.

Subject to prior written approval of the Superintendent or designee, an employee may attend workshops, conferences, trainings, programs, official functions, hearings, and meetings that assist in work performance and are in the District's best interests.

Reimbursement may include expenses for registration, tuition, fees, charges, travel expenses, meals (except alcohol), lodging, or other related expenses as the Superintendent or designee deems appropriate and as permitted by law.

An employee may be reimbursed for expenses that include at least one overnight stay if the employee submits and obtains approval from the Superintendent or designee. For Board members see Policy 2305. The Superintendent may be reimbursed for expenses that include at least one overnight stay if he/she submits and obtains approval from the Board. To support the employee's or Superintendent's request, a pre-travel authorization form detailing estimated expenses and a post-travel form detailing and verifying actual expenses must be submitted to the business officer.

This Policy will not be construed in a manner that restricts reimbursement provisions in any applicable collective bargaining agreement, individual employment contract, or employee handbook.

Legal authority: MCL 380.11a(3), 380.621a, 380.1254(1), 380.1804

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