



214.1PR BOARD MEMBER EXPENSE REIMBURSEMENT PROCEDURES

I. PURPOSE

This document provides procedures for qualified expense reimbursements that the ISD 200 board members have incurred while performing their required duties on behalf of the district. It is understood that budgetary constraints may call for more restrictive guidelines.

II. DEFINITIONS

Travel and related expenses include the cost of transportation (by public carrier, private automobile, district-owned vehicles), meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. MILEAGE REIMBURSEMENT

School Board members traveling in their personal vehicle on District 200 business may request reimbursement based on the Internal Revenue Service (IRS) standard mileage rate.

- A. Travel is reimbursable to and from the board member's home to destinations outside of district boundaries.
- B. Mileage reimbursements will be processed through Accounts Payable on designated check run days throughout the year. Mileage reimbursements incurred during the current fiscal year (July 1 – June 30) must be submitted for payment prior to the last check run in July. No reimbursements will be issued after that date.

IV. AIRLINE TRAVEL

Airline tickets should be through the district office. The district provides travel on coach class or tourist class only.

V. PERSONAL VEHICLE

- A. In some circumstances, use of a personal vehicle is preferable to travel by commercial air or some other commercial means (i.e., when the meeting is nearby or where travel arrangements are extremely difficult). Such travel will be reimbursed at the prevailing IRS rate.
- B. Transportation to and from conferences, seminars or workshops shall be selected on the basis of that which is as reasonable in cost as consistent with comfort, safety and convenience. If the cost of travel by personal vehicle exceeds the cost of coach air fare, the

district will reimburse to the extent of the lesser amount.

- C. If more than one person is attending an activity and transportation will be by personal vehicle, the individuals are encouraged to travel together.

VI. ACCOMMODATIONS

- A. Individuals are expected to select accommodations, when they have an option, at the most reasonable rate. Lodging shall be selected on the basis of reasonable cost in conjunction with comfort, safety and convenience.
- B. When an individual is traveling with a non-school board member, the district will reimburse expenses for the school board member only.
- C. Itemized receipts are required for all accommodation claims.

VII. MEALS

The maximum reimbursement will be in accordance with local per diem.

- A. The district will not reimburse the cost of alcoholic beverages.
- B. Reimbursement will be based upon actual expenditures; individuals must provide itemized receipts for meal expenditures.
- C. The district will reimburse the cost of banquets or special functions related to an individual's responsibility or participated in by the general audience attending a particular conference, workshop or seminar. It is necessary to document these additional expenses.

VIII. OTHER COSTS

- A. The district will reimburse registration fees relating to conference, workshop or seminar attendance.
- B. The district will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.
- C. Printed and audio publications which contain the proceedings or supplementary to attendance at a given conference, workshop or seminar, and which are relevant to the board member's attendance at the conference, may be purchased with approval of the school board.
- D. The district will reimburse a reasonable cost of baggage handling when necessary.
- E. Individuals are expected to select transportation at the conference, workshop or seminar, when they have an option, at the most reasonable rate. Transportation shall be selected on

the basis of that which is as reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.

- F. Reimbursement for the use of rental cars by board members is allowed only with prior approval by the board.
- G. Exceptions to allowed travel expenses must be approved by the board.
- H. Gifts of travel, given to the school district, or specific school district personnel must be accepted by the school board via board action prior to the event.

Policy Reviewed: 10.01.2026

Policy Adopted: