

Document Status: Draft Update

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education 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.

Board Policy for Reimbursement of Travel, Meal and Lodging Expenses

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act became effective on January 1, 2017. As required by the Act, it is the Board of Education of Oak Park Elementary School District No. 97's policy to regulate the reimbursement of all School District board member travel expenses as set forth below:

1. **Definitions.**

- a. "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 ancillary to the purpose of the program or event.
- b. "Travel" means any expenditure directly incident to official School District business travel by Board members of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. **Reimbursable Rates.** The School District shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

3. **Reimbursement Request Form.** The School District shall only approve reimbursement of expenses if the Board member submits said expenses on the School District's Reimbursement Request Form, attached as Exhibit B. All documents submitted to the School District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. **Entertainment Expenses.** The School District shall not reimburse any Board member for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Education of the School District:

- a. Any reimbursable expense of a member of the Board of Education of the School District.
- b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. **Compliance with Act.** The School District shall comply with all other requirements of the Local Government Travel Expense Control Act and any School District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Control Act is hereby repealed to the extent of such conflict.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, Expenses, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

Local Government Travel Expense Control Act, 50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: April 26, 2017

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020