

Galveston ISD
084902

BOARD MEMBERS:
TRAINING AND ORIENTATION

BBD
(LOCAL)

PROPOSED REVISIONS

ANNUAL MEETING

At the annual meeting for determining the travel budget, the Board shall discuss the types of training each member needs for the upcoming year. [See BBG]

PARTICIPATION

The Board shall encourage its members to participate in workshops, lectures, seminars, training, and conferences offered by organizations in which the Board holds membership. Participation may occur at the request of an individual Trustee and within the individual budgets approved by the Board. In addition, the Board may appoint members to represent the Board to various organizations and to attend meetings as delegates, trustees of the organizations, or appointed representatives.

REPORTS OF PARTICIPATION

Each Board member who participates in a conference, seminar, training, lecture, or workshop at the District's expense shall be expected to report on the training, either orally or in writing, at the next regularly-scheduled Board meeting.

PUBLIC INFORMATION COORDINATOR

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012.

PROPOSED REVISIONS

ANNUAL MEETING

The Board shall meet annually to discuss and determine the Board's travel budget for the coming year and to discuss the types of training members shall attend. [See BBD] **An amount for each Board member's travel expenses shall be approved in the budget each year, as determined at the annual meeting for that purpose.**

EXPENSE REIMBURSEMENT

~~An amount for Board member travel expense reimbursement shall be approved in the budget each year, as determined at the annual meeting for that purpose.~~

With appropriate documentation, a Board member shall be reimbursed for reasonable, allowable expenses (transportation, meals, registration, and lodging) incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board and otherwise performing duties of a Board member.

Allowable rates for reimbursement shall be in accordance with the state comptroller's rules and IRS regulations applicable to use of a personal vehicle or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.

When requesting reimbursement for travel expenses, each Board member shall be required to comply with the procedural **deadlines and guidelines** approved by the Board.

TRAVEL EXPENSES

Payment for authorized and documented travel expenses shall be in accordance with legal requirements by either of the following two methods:

1. Reimbursement not to exceed the allowable rates for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. The District shall ~~not~~ issue cash advances to a Board members, **however, only**; ~~however, except~~ when a predetermined amount is approved for specific expenses to be incurred on a particular trip.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

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BOARD MEMBERS:
COMPENSATION AND EXPENSES

BBG
(LOCAL)

DOCUMENTATION REQUIRED	For any authorized expense incurred, except for meals associated with overnight travel , the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.
NONREIMBURSEABLE EXPENSES	The District shall make no reimbursement for guest expenses or for alcoholic beverages, personal telephone calls, entertainment, or other personal expenses. A Board member shall pay any guest expenses directly and at the time the expenses are incurred.
CANCELLATION OF TRAVEL PLANS	<p>In the event of an unavoidable cancellation of travel plans, such as a cancellation because of an accident, injury, major illness, or death in the family, the Board member shall notify the Superintendent or designee as soon as possible and shall not be required to reimburse the District for expenses already incurred by the District.</p> <p>In the event of a cancellation for any other reason, however, the Board member shall reimburse the District for any expenses not recoverable and for which payment has already been made by the District. The Superintendent or designee shall promptly notify the Board member, in writing, of the costs to be repaid to the District.</p>
PER DIEM PAYMENT (WITHOUT RECEIPTS)	Meal expenses for overnight travel shall be paid on a per diem basis, at a rate approved in advance by the Board. No receipts shall be required for meal expenses paid to Board members in this manner.