

Coppell ISD
057922

BOARD MEMBERS:
COMPENSATION AND EXPENSES

BBG
(LOCAL)

EXPENSE
REIMBURSEMENT

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board. An amount for Board member travel expense reimbursement shall be approved in the budget each year. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

Reimbursement shall be made by one of the following methods, as determined by the Board:

1. Reimbursement for use of personal car at the mileage rate currently allowed by the IRS ~~approved by the Board~~, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.

1.2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. In lieu of reimbursing for actual meals expense, a board member may receive a per-diem meal allowance not to exceed the untaxable limit established by the IRS. Any excess shall be refunded to the District.

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