



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of First and Final Reading of Board Policy BBG (LOCAL) – Board Members

Compensation and Expenses

**SUBMITTED BY:** Trautmann & Garcia **OF:** Attorneys

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** November 16, 2022

**RECOMMENDATION:**

It is recommended that the United ISD Board of Trustees approve the First and Final Reading of Board Policy BBG (LOCAL) Board Members Compensation and Expenses.

**BBG (LOCAL)**

**RATIONALE:**

**BUDGETARY INFORMATION:**

**POLICY REFERENCE & COMPLIANCE:**

### PROPOSED REVISIONS

**Expense  
Reimbursement**

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as official representatives of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made 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. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized by state and/or federal guidelines.

**Documentation  
Required**

For any authorized expense incurred, 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.

Cancellations

In the event of an unavoidable cancellation of travel plans, the Board member shall notify the Superintendent's secretary.

The District shall not pass on the cancellation charges to the Board member if:

1. The charge is incurred for a reason related to official District business;
2. The charge is incurred due to a natural disaster or other natural occurrence;
3. The charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because the Board member was unable to use the transportation due to illness or personal emergency; or

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4. The Board member cancels due to an unexpected business reason that can be verified by the District.

**Hotels**

Designated conference hotels or reasonably priced hotels shall be used by a Board member traveling on official District business. The District shall charge hotel costs on the District credit card and shall only pay for the exact cost for a single room, including taxes from which the District is not otherwise exempt. If accompanied by a spouse, the Board member shall be responsible for the difference, if any, between a single and a double room rate.

### PROPOSED REVISIONS

#### Expense Reimbursement

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as official representatives of the Board. ~~A Board member requesting to travel outside the District shall submit a travel request form to the Board for approval.~~

~~Prior to any Board member travel (paid or not paid by the District), the Board shall review the details of the anticipated travel by the Board member. The entire Board shall receive a breakdown of the anticipated travel expenditures, which shall, at a minimum, include hotel, airfare, rental vehicle, meals, and conference costs. Board members shall not be reimbursed for travel unless the majority of the Board at a legally called meeting approves the travel expenditures.~~

~~If a Board member fails to reimburse the District for any unauthorized expenditures prior to a subsequent travel request, the District shall debit the Board member's subsequent travel expenditures by the amount the Board member owes the District.~~

#### Travel Expenses

Payment for authorized and documented travel expenses shall be made 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 ~~mid-size~~ car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses, ~~and for miles specified on the District travel form-mileage chart, or the actual cost of the least expensive transportation available, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. If a Board member requests a rental vehicle, the Board member shall be reimbursed for any gasoline expenditures incurred by the Board member during the conference trip. Vehicles rented by the District shall be rented from the District's authorized rental company. The District shall charge the costs of the rental vehicle on the District's credit card prior to travel. A Board member shall file a statement and attach all receipts, except receipts for meals, documenting actual expenses for which reimbursement is requested.~~
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. Any excess over actual allowable expenses shall be refunded to the District. approved in advance for such expenses. This amount shall include transportation costs, lodging, meals, and any other reasonably predictable expenditure. A Board member shall file a statement, including all receipts except meal receipts, that accounts for amounts actually expended. Any excess over actual allowable expenses shall be refunded to the District within one month.~~

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized by state and/or federal guidelines.

**Documentation  
Required**

~~For any authorized expense incurred, 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.~~

**Expense Statement  
Review**

~~Every statement of Board-related travel expenses, including all receipts except meal receipts filed by a Board member with the accounting department, shall be subject to review by the District's internal and external auditors for compliance with the Board's and the District's policies relating to the reimbursement of expenses. At the end of the fiscal year, the accounting department shall generate and present to the Board, for informational purposes, a report of continuing education hours and travel expenses per Board member.~~

**Travel and  
Attendance  
Requirements**

~~A Board member may attend conventions and conferences of organizations in which the Board holds membership or that are designed for the training and development of Board members. A Board member shall be limited to attend no more than three District-paid conferences in the District fiscal year (September through August). "District-paid" conferences are defined as trips where the District pays 50 percent or more of the total cost of the trip. A Board member shall attend, at a minimum, 80 percent of the time offered at each District-paid conference.~~

~~In addition, a Board member may be appointed as a representative of the Board to various organizations and may attend two meetings as a delegate, as a Board member of the organization, or as an appointed representative. Such conferences shall not count towards a Board member's allotted three conferences.~~

~~In the event of an unavoidable cancellation of travel plans, the Board member shall notify the Superintendent's secretary.~~

**Cancellations**

In the event of an unavoidable cancellation of travel plans, the Board member shall notify the Superintendent's secretary.

~~Costs incurred by the District due to cancellation of scheduled travel shall be reported to the Board at the next regular Board meeting following the travel expenditure.~~

The District shall not pass on the cancellation charges to the Board member if:

3. The charge is incurred for a reason related to official District business;
4. The charge is incurred due to a natural disaster or other natural occurrence;
5. The charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because the Board member was unable to use the transportation due to illness or personal emergency; or
6. The Board member cancels due to an unexpected business reason that can be verified by the District.

~~If the Board member does cancel for any of the four reasons noted above, the canceled trip shall not be counted as a trip taken by the Board member.~~

**Personal Expenses**

~~No reimbursement shall be made for alcoholic drinks, personal calls, other personal expenses, or guests' expenses. All guests' expenses shall be paid directly by the Board member at the time of the event. Any expenses incurred by the Board member exceeding allowable expenses defined in this policy shall be the sole responsibility of the Board member.~~

**Meal Expenses**

~~A Board member shall receive an advance for meals in accordance with the regular federal per diem rate for each locality. For a city not listed, the Board member shall receive an advance equal to the IRS allowable rate for the closest locality.~~

**Airfare**

~~A Board member shall plan travel early enough to take advantage of 21-day and other airline discounts and shall also use conference-related discounts when possible. Ground transportation, taxi fare, parking, and other essential expenses shall be reimbursed upon submission of receipts. If a Board member flies to a conference destination, there shall be no use of rental cars unless mileage and circumstances would make a rental car less expensive than a taxi.~~

**Hotels**

Designated conference hotels or reasonably priced hotels shall be used by a Board member traveling on official District business. The District shall charge hotel costs on the District credit card and shall only pay for the exact cost for a single room, including taxes from which the District is not otherwise exempt. If accompanied by a spouse, the Board member shall be responsible for the difference, if any, between a single and a double room rate.

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~~Entertainment~~

~~No District funds shall be spent for entertainment unless it is a part of the convention, conference, or workshop.~~

~~Overnight Stay~~

~~If a Board member travels by vehicle and can arrive in Laredo by 6:00 p.m., he or she shall return to Laredo unless bad weather prevents the Board member's safe return.~~

~~If a Board member travels by vehicle and departing from Laredo by 8:00 a.m. would provide sufficient time to register and attend the sessions/workshops of that day, the Board member shall depart Laredo that same day.~~

~~If a Board member travels by air, he or she shall be allowed to stay an additional night if there are no available flights that arrive in Laredo by 9:00 p.m. Efforts shall be made to obtain flight times that avoid additional lodging expenses.~~

~~Health and Safety  
Exceptions~~

~~The provisions of this policy shall be subject to exception if a health or safety consideration arises that is approved by the Board. The provisions shall also be subject to exception in order to comply with the reasonable accommodation provisions of the Americans with Disabilities Act of 1990.~~

~~The Board may request documentation concerning a Board member's disability or health or safety concern if the need for accommodation is not obvious.~~