

## Document Status: Draft Update

### 5:60 Expenses

*Title has been updated. Original Title: 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 grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel/status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably



adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.

7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130, Grant Accountability and Transparency Act.](#)

[50 ILCS 150/, Local Government Travel Expense Control Act.](#)

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5, Ill. Wage Payment and Collection 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)

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**PRESSPlus Comments**

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) when they use grant money to reimburse employee 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. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), and the **PRESS** Update Memo for more information.

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