

Manor ISD Travel Regulations for BBG (Local)

Reimbursable Expenses

1. Board members shall be reimbursed for reasonable and allowable expenses incurred for:
 - a. Carrying out the business of the Board at the Board's request.
 - b. Attending meetings as official representatives of the Board.
2. Reimbursement for travel and expenses related to conventions/conferences will be limited to six nights per year.
3. Reimbursement for additional conventions/conferences and associated allowable expenses will require prior approval from the Board President in consultation with the Superintendent and based upon the availability of budgeted funds.
4. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Executive Assistant to the Board of Trustees.
5. Cancellation of conference registration, hotel, travel accommodations, etc., must be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity by contacting the Board Executive Assistant. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board member unless the cancellation is the result of personal illness or a family emergency.
6. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
7. Board members will follow all procedures applicable to employee expense reimbursement guidelines.
8. Meal, Parking and/or Transportation receipts will be returned to the Board Executive Assistant within 10 days upon return and will be accompanied by a [Travel Expense Report](#).
9. Mileage reimbursement will be paid in advance if you will be driving your own vehicle.