

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

**Expense
Reimbursement**

An amount for Board member travel expenses 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 an official representative 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 for state employees.

In the event of an unavoidable cancellation of travel plans, a Board member shall notify the Superintendent or designee. The Board member shall reimburse the District for any expenses that are not recoverable if payments were already made by the District. The Superintendent shall promptly notify the Board member of the costs to be repaid to the District.

**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.

A Board member shall complete the report form for Board travel and the travel expenses report within a month of the travel.