



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Second Reading of Policy BBG (LOCAL): Board Members – Compensation and Expenses

SUBMITTED BY: Roberto J. Santos OF Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 20, 2011

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve Second Reading of Policy BBG (LOCAL) - Board Members – Compensation and Expenses

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

EXPENSE
REIMBURSEMENT

Board members 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.

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

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. Board members shall file a statement and attach receipts, **except for meals** documenting actual expenses for which reimbursement is requested.
2. Advancement of a set amount approved in advance for such expenses. This amount shall include transportation costs, lodging, meals, and any other reasonably predictable expenditure. Board members shall file a statement, with receipts

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

accounting for amounts actually expended, **except for meals**. 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.

EXPENSE STATEMENT
REVIEW

Every statement of Board-related travel expenses, with receipts **(except for meals)**, 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.

BOARD MEMBER
TRAVEL /
ATTENDANCE AT
BOARD
DEVELOPMENT /
TRAINING MEETINGS

Board members 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. Board members 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. Board members shall attend, at a minimum, 80 percent of the time offered at each District-paid conference.

In addition, Board members may be appointed as representatives of the Board to various organizations and may attend two additional meetings as delegates, Board members of the organizations, and as appointed representatives. Such conferences shall not count towards the Board member's allotted three conferences.

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

Cost 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:

1. The charge is incurred for a reason related to official District business;
2. The charge is incurred for a reason related to official District business that could not be conducted because of a natural disaster or other natural occurrence;

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

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 because of an illness or personal emergency; or
4. 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 above four reasons, 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 Board members 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 Board members 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 Conference hotels or hotels reasonably priced shall be used by Board members 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.

ENTERTAINMENT No District funds may 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., then 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 a departure from Laredo by 8:00 a.m. would give sufficient time to register and attend the

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

sessions/workshops of that day, then he or she 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.

The provisions of this policy shall be subject to exception if there is a health or safety consideration that arises that is approved by the Board, or 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.