

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/8/19



---

**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report               Old Business               Superintendent's Report  
**Action:**         Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State               Travel In State               Approvals  
                     Termination                       Legal Matters               Other:  
                    This action request pertains to  Elementary (only)       High School/District Wide

---

**Date:**        1/4/19

**To:**        **Board of Trustees**  
                    Browning Public Schools

**From:**      Corrina Guardipee-Hall  
**Title:**      Superintendent

**Subject:**   **Policy #7336 Travel Allowance**

**Description:** I am requesting the following changes in policy #7336: Adult breakfast changed to \$9.00 on line 23, which is the same as the student activity breakfast. The luggage reimbursement on line 20 needs to be changed as some airlines have raised their luggage costs to \$30.00 per bag. I am recommending that the policy be changed to state "match airline costs" for luggage. Line 23, 24, 25 change departure time and return time for meals. Remove "/assistant superintendent" on line 28. Remove the word 'original' on line 36.

**Financial Impact:** N/A

**Funding Source (Budget/grant, etc.):** N/A

**Attachment(s):** Board policy #7336; MCA 20-1-211; MCA 20-3-311

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

---

**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

1  
2 **Browning Public Schools**

3  
4 Policy #7336

5 Policy Name: *Travel Allowance*

6 **Regulation:** -----

7  
8 **Travel Allowance Schedule**

9 **Approval:**

**In State**

Supt. Approved

**Out of State**

Supt. Recommended  
& Board Approved

10  
11 **Transportation:**

12 District Vehicle

none

none

13 Private Car

as per State rate

as per State rate

14 Public Transportation

actual cost

actual cost

15  
16 **Per Diem** (*see Administrative Procedure*):

17 Per 24-hour day and overnight

~~\$35.00~~ **\$36.00**

\$90.00

Plus Motel

Plus Motel

18  
19  
20 **Luggage:**

\$25.00 (1 bag)

**Match Airline Costs**

21 **(Paid with Per Diem)**

Request if taking 2 (max)

22  
23 **In State:** Breakfast \$ ~~8.9.00~~ (leave before ~~6:00 am~~ **prior to 8:00 a.m.**) **Out of State:** Breakfast \$18.00

24 Lunch \$12.00 (**Leave by 11:00 a.m.**)

Lunch \$32.00

25 Supper \$15.00 (~~return after 6:00~~ 5:00 p.m.)

Supper \$40.00

26  
27 **Miscellaneous**

28 7380.1 Approval of Travel: The superintendent/~~assistant superintendent~~ will approve all employee travel.  
29 Professional growth out of state travel must be reviewed and approved by the superintendent before  
30 consideration by the Board of Trustees for final approval.

31  
32 7380.2 Employees Use of Private Cars: Private cars used by school district employees for school district  
33 business must be pre-approved by the superintendent of schools.

34  
35 7380.3 Advance Payments: A 100% advance payment will be made when the request for travel has been  
36 approved by the superintendent and/or Board of Trustees. Upon return from a trip, the ~~original~~ motel  
37 bill must be turned into the Accounts Payable Clerk.

38  
39  
40 **Cross Reference:**

41  
42 **Legal Reference:** 20-1-211 MCA Expenses of Officers Attending Conventions

43 20-3-311 MCA Trustee Travel Reimbursement

44  
45 **Policy History:**

46 Adopted on: 6/30/97

47 Amended on: 1/12/99, 11/28/01, 6/30/04, 1/11/11, 8/14/12, 1/8/19

48

# Montana Code Annotated 2017

TITLE 20. EDUCATION

CHAPTER 1. GENERAL PROVISIONS

## **Part 2. Miscellaneous Provisions**

### **Expenses Of Officers Or Employees Attending Conventions -- Educational Associations**

**20-1-211. Expenses of officers or employees attending conventions -- educational associations.** (1) A school district officer or employee of any school district may not receive payment from any public funds for traveling expenses or other expenses of any sort or kind for attendance at any convention, meeting, or other gathering of public officers except for attendance at a convention, meeting, or other gatherings that the officer or employee may by virtue of the office or employment find it necessary to attend.

(2) The board of trustees of any county or district high school or of any school district may by resolution adopted by a majority of the entire board make their district a member of any state association of school districts or school district trustees or any other strictly educational association and authorize the payment of dues to the association and the necessary traveling expenses of employees or members of the board to attend meetings of the association or other meetings called for the express purpose of considering educational matters.

**History:** En. Sec. 1, Ch. 241, L. 1921; re-en. Sec. 443, R.C.M. 1921; amd. Sec. 1, Ch. 124, L. 1923; amd. Sec. 1, Ch. 48, L. 1927; amd. Sec. 1, Ch. 86, L. 1931; amd. Sec. 1, Ch. 130, L. 1933; re-en. Sec. 443, R.C.M. 1935; amd. Sec. 1, Ch. 119, L. 1943; amd. Sec. 1, Ch. 58, L. 1949; amd. Sec. 1, Ch. 184, L. 1957; amd. Sec. 11, Ch. 80, L. 1961; amd. Sec. 1, Ch. 85, L. 1963; amd. Sec. 1, Ch. 79, L. 1965; amd. Sec. 1, Ch. 66, L. 1967; amd. Sec. 1, Ch. 174, L. 1967; amd. Sec. 1, Ch. 182, L. 1973; R.C.M. 1947, 25-508(part); amd. Sec. 266, Ch. 56, L. 2009.

# Montana Code Annotated 2017

TITLE 20. EDUCATION

CHAPTER 3. ELECTED OFFICIALS

## Part 3. School District Trustees

### Trustee Travel Reimbursement And Compensation Of Secretary For Joint Board

**20-3-311. Trustee travel reimbursement and compensation of secretary for joint board.** The members of the trustees of any district may not receive compensation for their services as trustees, except that the secretary of the trustees of a high school district operating a county high school or the secretary of a joint board of trustees may be compensated for services as the secretary. The members of the trustees who reside over 3 miles from the trustees' meeting place must be reimbursed at the rate as provided in **2-18-503** for every mile necessarily traveled between their residence and the meeting place and return in attending the regular and special meetings of the trustees, and all trustees must be similarly reimbursed for meetings called by the county superintendent. The travel reimbursement may be accumulated during the school fiscal year and paid at the end of the fiscal year, at the discretion of each trustee.

**History:** En. 75-5931 by Sec. 60, Ch. 5, L. 1971; amd. Sec. 1, Ch. 62, L. 1974; R.C.M. 1947, 75-5931; amd. Sec. 281, Ch. 56, L. 2009.