

## 2:125 Board Member Expenses

No Board member may receive compensation for services, but certain expenses related to conference and meeting attendance as specified herein that are attributable to Board members may be paid for by the Board, advanced to the Board member or reimbursed to the Board member.

Subject to the Attendance and Participation Prerequisite set forth herein, the Board of Education may advance or reimburse members the actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the North Cook Intermediate Service Center;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of The School Code; and
3. Meetings sponsored by an organization in the field of public school education.

In addition, the Board may pay for or reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy [2:120, Board Member Development](#).

Expense reimbursement is not guaranteed and Board members shall seek pre-approval of expenses, except in emergency situations. A member shall return to the District any portion of an expense advance not used. A Member shall submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement (on the applicable standardized form prepared by the District). The voucher must show the amount of actual expense, attaching receipts. A Board member submitting a bill for a group function shall record participating members' names on the receipt. No money shall be paid, advanced or reimbursed for: (1) the expenses of any person except the Board of Education member, (2) anyone's personal expenses, or (3) entertainment expenses. 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 the entertainment is ancillary to the purpose of the program or event.

No payments, advancements or reimbursements shall be made for any trip that requires airfare and/or hotel accommodations without first submitting a proposed budget for said trip and obtaining prior Board approval.

The Superintendent or designee shall review the submitted vouchers for compliance with this policy. If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President, or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. All travel, meals, and/or lodging expenses attributable to a Board member, whether advanced or reimbursed to the Board member, or paid for directly by the District, must be approved by roll call vote at an open meeting of the Board.

### Registration

When possible, registration fees will be paid by the District in advance.

### Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board of Education members will be reimbursed for:

1. Air travel at the coach or equivalent class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances shall be explained on the expense voucher. Copies of airline tickets shall be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs shall not exceed the cost of coach airfare. Copies of tickets shall be attached to the expense voucher to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use shall be explained on the expense voucher.
5. Taxis, airport limousines, or other local transportation costs.

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### Hotel/Motel Charges

Board of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. [NOTE: The Board must include a maximum allowable amount here, which may be the GSA rate (for the District's location or the location of the hotel), a specific dollar amount per night, or another amount as determined by the Board]

Board of Education members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

### Meal Charges

Any food, beverage or incidental expenses shall be subject to the applicable per diem spending limit for meals and incidental expenses as set by the General Services Administration for the geographic location in which the expense is incurred. If meals are included in the registration fee, the per diem allowance shall be reduced accordingly. Expense vouchers shall explain the meal charges incurred.

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### Miscellaneous Expenses

Board of Education members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense voucher and attaching receipts.

### Approval of Expenses in Excess of the Amount Allowed

All requests for expense advancements, reimbursements, payments and/or purchase orders that exceed the amounts outlined in this policy may only be approved when:

1. An emergency or other extraordinary circumstance exists; and
2. The request is approved by a roll call vote at an open Board meeting.

### Receipt Required

No request for reimbursement shall be honored without the member having submitted a receipt detailing the expense claimed and proving that the expense was paid.

### Attendance and Participation Prerequisite

The purpose of Board Member Development (per policy 2:120) is that individual members learn, understand, and practice effective governance principles to fulfill the obligations of the office to which the members were elected or appointed. To further these goals, no Board of Education member shall be eligible to attend any of the above meetings (except state-mandated training) at the expense of the District or Board of Education without first having maintained obligation to attend regular and special meetings of the Board of Education and of the committees to which members are assigned. The minimal attendance standard is that members attend 75% of all regular and special Board of Education meetings for the six months preceding the event which the Board member seeks to attend at Board of Education expense. For purposes of this Policy, the term "attend" means member attendance at a full meeting (inclusive of any closed session and any committee of the whole meetings). This requirement applies six months after a member is first elected or appointed to serve on the Board of Education.

### LEGAL REF.:

[105 ILCS 5/10-20](#) and [5/10-22.32](#).  
[Local Government Travel Expense Control Act, 50 ILCS 150/.](#)

CROSS REF.: [2:110](#) (Qualifications, Term, and Duties of Board Officers), [2:120](#) (Board Member Development), [4:50](#) (Payment Procedures)

ADOPTED: March 7, 2013

REVISED: October 3, 2013

REVIEWED: September 1, 2016

## **Lincolnwood School District 74**