



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** First and Final Reading of Policy BBG (LOCAL): Board Members – Compensation and Expenses

**SUBMITTED BY:** Gloria S. Rendon OF Asst. to the Superintendent

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** October 21, 2009

**RECOMMENDATION:**

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

**RATIONALE:**

**BUDGETARY INFORMATION**

**BOARD POLICY REFERENCE AND COMPLIANC**

BOARD MEMBERS  
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EXPENSE  
REIMBURSEMENT

Trustees 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. A Trustee requesting to travel outside the District shall submit a travel request form to the Board for approval.

Prior to any Trustee travel (paid or not paid by the District), the Board shall review the details of the anticipated travel by the Trustee. 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. Trustees shall not be reimbursed for travel unless the majority of the Board at a legally called meeting approves the travel expenditures.

If a Trustee fails to reimburse the District for any unauthorized expenditures prior to a subsequent travel request, the District shall debit the Trustee's subsequent travel expenditures by the amount the Trustee owes the District.

An amount for Trustee 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 Trustee requests a rental vehicle, the Trustee shall be reimbursed for any gasoline expenditures incurred by the Trustee during the conference trip. Vehicles rented by the District shall be 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. Trustees shall file a statement and attach receipts 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 expenditures. Trustees shall file a statement, with receipts ~~(excluding meals)~~, accounting for amounts actually expended. Any

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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, filed by a Trustee with the accounting department is 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 Trustee.

TRUSTEE TRAVEL /  
ATTENDANCE AT  
BOARD  
DEVELOPMENT /  
TRAINING MEETINGS

Trustees may attend conventions and conferences of organizations in which the Board holds membership or which are designed for the training and development of school Trustees. Trustees shall be limited to attend no more than five 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. Trustees shall attend, at a minimum, 80 percent of the time offered at each District-paid conference.

In addition, Trustees may be appointed as representatives of the Board to various organizations and may attend their meetings as delegates, Trustees of the organizations, and as appointed representatives.

In the event of an unavoidable cancellation of travel plans, Trustees 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 Trustee 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;
3. The charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because

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the Trustee was unable to use the transportation because of an illness or personal emergency; or

4. The Trustee cancels due to an unexpected business reason that can be verified by the District.

If the Trustee does cancel for any of the above four reasons, such canceled trips shall not be counted as a trip taken by the Trustee.

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 Trustees at the time of the event. Any expenses incurred by the Trustee exceeding allowable expenses defined in this policy shall be the sole responsibility of the Trustee.

MEAL EXPENSES

Trustees shall receive an advance for meals in accordance with the regular federal per diem rate for each locality. For a city not listed, the Trustee shall receive an advance equal to the IRS allowable rate for the closest locality.

AIRFARE

Trustees 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 Trustee 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 Trustees 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 Trustee 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 Trustee 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 Trustee's safe return.

If a Trustee travels by vehicle, and a departure from Laredo by 8:00 a.m. would give sufficient time to register and attend the sessions/workshops of that day, then he or she shall depart Laredo that same day.

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If a Trustee 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 American with Disabilities Act of 1990.

The Board may request documentation concerning a Trustee's disability or health or safety concern if the need for accommodation is not obvious.