

In order to increase the efficiency of board members and to protect them against excessive direct costs of official school business, the district shall compensate them for actual expenses incurred. Such compensation shall not be made, however, in the absence of a proper receipt or a signed, detailed voucher attesting both to the amount and to the purpose of the expenditure. Travel on official business by personal car outside the district, but within the state, shall be compensated at a rate not to exceed tourist class air fare. Exceptions to these limitations shall be made only by a vote of the board. The district shall compensate board members for field trips and attendance at conventions of unquestioned benefit to the school district.

The district shall provide subscriptions to school board newsletter services, journals and bulletins of direct use to school board members as well as memberships in both state and national school board associations.

Board members to be eligible to receive payments under this policy shall obtain majority approval of the board for attending more than one national or out-of-Michigan conference during a fiscal year.

The superintendent shall approve payment for all requests. The superintendent may request the board president to approve selected reimbursement requests if he/she deems it advisable.

Attendance at Conferences, Conventions and Workshops.

Mileage – All travel must be by a direct traveled route. Reimbursement will be at the prevailing federal standard rate per mile. If unusual circumstances prevail, they must

be properly documented and approved on the reimbursement voucher by the superintendent.

Rail, Bus and Airlines – Transportation reservations will be secured through the superintendent's office and will be limited to single coach fare.

Per Diem Allowances – The rates established represent the maximum approved rates for employees. In computing the per diem allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day and allowance for each 24 hour period until return. To be reimbursed, actual receipts must be submitted to the business office.

Meals –fifty dollars per day: Breakfast \$10.00

Lunch \$15.00

Dinner \$25.00

Allowance for individual meal will be based upon the following schedule:

Breakfast – when travel commences prior to 7:30 a.m.

Lunch – when travel commences prior to 11:30 a.m.

Dinner – when travel commences prior to 5:00 p.m.

When an employee is entitled to a full day's allowance for meals, the amount for any particular meal is left to the discretion of the employee, but reimbursement for each day shall not exceed the maximum allowable. When meals are served, the traveler will not be allocated that meal allowance.

Payment for expenses cannot exceed the maximum amount approved by the supervisor.

A maximum of 75% for mileage and meals may be advanced. The balance will be paid when actual receipts are submitted to the business office on a Summary of Conferences Expenses, Form CE2.

Lodging – Actual cost supported by itemized receipt from the conference hotel is required. The cost of the room is not to exceed the lowest single room rate charged by that hotel. When two or more individuals attend the same conference every effort will be made by administration to provide a double room. If an individual prefers a single room, a maximum of the one double room rate will be paid towards the two single rooms. No charges or direct billing to the district will be accepted for lodging.

Deviation from the above per diem schedule is allowable if approved by the superintendent, providing documentation is submitted to support the additional charges, along with the rational explanation for the excess charges.

Miscellaneous Expense Items – Miscellaneous expenses, incidental to the official travel, will be held to the minimum amount required for essential and efficient conduct of business. At no time will spouse's expenses be paid by the district.

Taxicab – Necessary taxicab fares from terminal or station to conference lodging and from conference lodging to terminal or station for return home. Taxicab ride should be shared when more than one individual from the district attends the same conference.

Telephone – Charges for official business are allowable and must be documented on hotel receipt.

Parking Fee – If personal care use is approved, reimbursement for parking will be made if validated by a receipt.

Registration Fees

Enrollment or registration fees for conferences, conventions, meeting of associates or organizations related to school goals are allowable for employees attending as official representative.

Prepayment by the business office of registration fees will be made whenever possible. Requests must be made two weeks in advance for prepayment. Program literature must accompany the request for prepayment or reimbursement request.

Conference activities such as rental for rooms or promotional charges for special district activities must be approved in advance by the superintendent.

Postage, personal car charges such as gasoline, lubrication, towing repairs, etc. are not allowed.

Approved: June 1, 1995

LEGAL REF: MCL 380.1254