## Series 2000: Bylaws

### 2300 Board Member Conduct

### *2305 Board Member Reimbursement and Travel Expenses*

A. Reimbursement

Board members may be reimbursed for their actual and necessary expenses incurred in the discharge of their official duties or in the performance of functions authorized by the Board (Expense(s)), if 1 or both of the following apply:

1. the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific Expense before the Expense was incurred; or

2. the Expense is consistent with this Policy, establishing specific categories of reimbursable Expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

B. Established Categories of Reimbursable Expenses

1. Conferences, Membership Fees, and Training Programs

Registration fees, conference fees, and training fees for Board member attendance at education workshops, conferences, training programs, and meetings sponsored by the District or state and national educational organizations which are relevant to Board members in performing their duties or which are in the District's best interests, may be reimbursed within Board-approved budget parameters if approved by a majority vote of the Board. Board members are encouraged to enhance their effectiveness through participation in such programs.

2. Travel Expenses

a. Travel by privately owned vehicle may be reimbursed, within Board-approved budget parameters, at the standard mileage rate set by the Internal Revenue Service, if approved by a majority vote of the Board. When practicable, Board members will carpool to avoid duplicative mileage reimbursement.

b. For travel within District boundaries, the Board will not expend District funds for the purchase, rental, or lease of cars for Board members or for chauffeurs for Board members.

3. Meals

a. The Board may reimburse a Board member only for Expenses actually and reasonably incurred for the Board member's meals, if approved by a majority vote of the Board. The Board will not reimburse a Board member for meals for a non-Board member.

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Reimbursement for a Board member's breakfast will not exceed $10.00.

Reimbursement for a Board member's lunch will not exceed $20.00.

Reimbursement for a Board member's dinner will not exceed $30.00.

b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.

c. If breakfast, lunch, or dinner is included in a Board member's registration fee or lodging rate, a Board member will not request reimbursement for alternative meals, unless required for medical or religious reasons.

4. Lodging

a. The Board may reimburse a Board member for Expenses actually and necessarily incurred for the Board member's lodging in the discharge of official duties or in the performance of functions authorized by the Board, if approved by a majority vote of the Board.

b. The Board will reimburse a Board member only for the Board member's portion of a double-occupancy (or larger) room.

C. Use of District Credit/Debit Cards

The Board will not provide, allow, or obtain credit cards for, issue credit cards to, or provide a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3209.

D. Public Records

Records of payments made under this Policy are considered public records.

Legal Authority: MCL 129.241-.247; MCL 380.11a, 380.601a, 380.621, 380.1217a, 380.1254; MCL 388.1764b

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