

Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meals, and/or lodging expenses in the District by resolution. The Board shall approve a resolution establishing a maximum allowable reimbursement amount for expenses. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be reimbursed or purchase orders issued for:

1. The expenses of any person except the Board member
2. Expenses not related to the authorized activity, or
3. Entertainment expenses which include, but are not limited to:
 - a. Shows, amusements, theaters, circuses, sporting events, or
 - b. any other place of public or private entertainment or amusement, unless entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense reimbursements and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval.
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools, other professional development opportunities that are encouraged by the School Code, and other training provided by recognized professional organizations.
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and

3. Meetings sponsored by a national organization in the field of public school education

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent:

- a. The itemized, signed advancement voucher that was issued, and
- b. The amount of factual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

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

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense reimbursement and/or purchase orders in the District must be submitted on the appropriate, itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board of Education member who is requesting the purchase order or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the purchase order or expense reimbursement will be or was expended.
4. The nature of the official business conducted when the purchase order or expense reimbursement will be or was expended.

Maximum Reimbursement for Expense Advancement, Reimbursements and Purchase Orders as Determined by Resolution

1. Registration: The actual registration expense will be paid by the District in advance.
2. Travel: The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. 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 use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Lodging: Board member should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
4. Meals: Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with the meal charges. Expense forms must explain the charges incurred. Alcoholic beverages will not be reimbursed.
5. Miscellaneous Expenses: Board 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 form, attaching receipts.

LEGAL REF.: 105ILCS5/10-20 AND 5/10-22.32 Local Government Travel Expense Control Act, 50ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

Adopted: March 2013 Updated: February 2017