

P0800 TRAVEL AND EXPENDITURES BY BOARD OF EDUCATION MEMBERS

BOARD POLICY:

Members of the Board of Education are authorized to attend in-state and out-of-state activities related to their responsibilities as members of the Board at the expense of the school district. The purpose for BOE travel is to gain skills and knowledge to improve the district, its mission, or the professional development of the BOE member. Board members who attend conferences are expected to be active participants at the conferences and related activities.

Implemental Procedures:

1. Representation of the Board of Education at Board/district-related conferences should be as follows:
 - (1) In-district conferences – All Board members may participate.
 - (2) In-state conferences – All Board members may participate.
 - (3) Out-of-state conferences – Two Board representatives may participate. All out-of-state travel must be approved by the Board President.
- b. Individual Board members are authorized to attend a maximum of two district-funded out-of-state activities each fiscal year (July 1 to June 30) paid from the General Fund.
2. Travel expenses for all Board members as itemized in AIP #1a will be funded from the Board of Education/Clerk of the Board budget.
 - a. The district will not fund out-of-district travel by members of the Board of Education who do not file for reelection, or who do not advance past a primary or general election.
 - b. District-funded out-of-state travel/registration will be made thirty days in advance of a scheduled conference; the Board President must approve exceptions.
 - c. All district-funded air travel will be the most economical, and all Board members will use the least expensive class of air travel.
 - d. Board members who are invited to attend local, state, and/or national conferences or activities by outside organizations and/or agencies may do so, provided all expenses are paid by the inviting organization and/or agency. When notified that a Board member has accepted an invitation from an outside organization and/or agency, the office of the Clerk of the Board may coordinate travel arrangements, if requested to do so by the Board member.
3. The district's Travel and Business Expense Guide shall govern all district-funded Board of Education travel requests and reimbursements. Any district-funded travel requests and/or expenditures not specifically authorized by the district's Travel and Business Expense Guide shall have prior approval by the Board President during a public meeting of the Board of Education.
4. Board members may be reimbursed for mileage to/from BOE meetings and other Board-related business at the district's current mileage reimbursement rate for up to \$50 per month. This includes Board travel from home or office to all BOE meetings shown on the BOE Meeting Calendar, school visits at which the Board member is representing the Board of Education, and official Board business by invitation. Board members shall provide the date, destination, business purpose, and start/end mileage. Board members are required to submit

quarterly mileage logs in order to be reimbursed, and can request district mileage logs from the Clerk of the Board's office. Overage can be approved by Board action.

5. If Board members are invited to travel because of their status as BOE members, the Board members are required to report such travel invitations to the Board President. Board members are discouraged from accepting invitations from district vendors. However, such invitations can be accepted if approved by the Board President at a public meeting of the Board of Education. Such travel should be beneficial to the district's mission and strategic plan. All expenses are to be paid by the vendor(s) that issued the invitations.
6. Board members are expected to make brief comments or a report to the Board within 30 days of travel.

Latest Revision Date: November 2017

Previous Revision Date: November 2008 P0800