Board of Education

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, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District’s budget and other financial considerations.

Money shall not be advance or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone’s personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, 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 of Education may advance or reimburse its members the actual and necessary expenses incurred while attending:
1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;

2. County or regional meetings and the annual meeting sponsored by any Board of Education 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 actual 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.

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. A member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show: (1) the amount of the estimated or actual expense, attaching receipts if possible; (2) the name and office of the Board member who is requesting the expense advancement or reimbursement; (3) the date(s) of the official business on which the expense advancement or reimbursement will be or was expended; and (4) the nature of the official business conducted when the expense advancement or reimbursement will be or was expended. A Board member submitting a bill for a group function should record participating members’ names, offices and job titles on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board of Education member, or (2) anyone’s personal expenses.

The Superintendent shall review the submitted vouchers for compliance with this policy. If any voucher’s compliance appears uncertain, the Superintendent shall notify the Board President, or Vice President if the voucher in question is from the President, as well as the Board member who submitted the voucher. The Superintendent shall include the voucher in the monthly list of bills presented to the Board of Education for approval or rejection.

Registration
When possible, registration fees will be paid by the District in advance.

Transportation
The least expensive appropriate means of transportation will be used, providing that no hardship will be caused to the Board member. Board of Education members will be reimbursed for:

1. 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 voucher and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense voucher.
2. 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 voucher to substantiate amounts.

3. 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 for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.

5. Taxis, airport limousines, or other local transportation costs.

**Hotel/Motel Charges**
Board of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board of Education members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

**Meal Charges**
Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

**Miscellaneous Expenses**
Board of Education members may include any other costs related to Board activities on expense vouchers.

**LEGAL REF.:** 105 ILCS 5/10-20 and 5/10-22.32.

**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:** July 18, 2005

**REVISED:** April 27, 2020