BOARD ATTENDANCE AND COMPENSATION AT MEETINGS, CONFERENCES, CONVENTIONS AND WORKSHOPS

A. The following procedures shall be applicable for all Board members requesting approval to attend conferences, conventions, and workshops where an overnight stay is necessary.

1. The Board member shall submit his/her request and other required paper work concerning the conference, convention, workshop to the Board president for placement on Board agenda.

2. The request will be placed on the Board agenda for discussion and then approval at a subsequent meeting.

B. The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

1. Expenses will be reimbursed only for activities authorized by the Board.

2. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.

3. Attendance at Board-approved conferences should be at the location closest to the district.

4. When attending a Board-approved conference, all appropriate fees, parking, mileage, meals, and housing will be reimbursed. See administrative regulation 3810.00-R(10) for maximum reimbursable expenses. Telephone expenses will be reimbursed to a maximum of $50.00 per fiscal year.

5. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. The district will reimburse up to $100.00 for purchases made without prior approval.
6. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board.

7. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

8. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within 60 days after the expenses have been incurred.

C. Memberships

The Board of Education will maintain a membership at the MSU University Club to permit Board members and staff to utilize the facilities for meals, training, meeting rooms and special events as may be determined to be appropriate by the superintendent and/or the Board of Education.


ADMINISTRATIVE REGULATION

Approved: April 15, 1980
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