

<b>BOARD POLICIES</b>	<b>BOARD MEMBER COMPENSATION/REIMBURSEMENT OF TRAVEL-RELATED EXPENSES (BP-2002)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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### 1.0 POLICY:

As permitted by law, each board member will receive Twenty-Five Dollars (\$25.00) for attendance at each regular, special, emergency and/or committee meeting, not to exceed four (4) meetings per month. This payment is in the nature of a per diem for expenses.

Board members will be reimbursed for itemized and documented mileage expenses associated with attendance at school board meetings, school board committee meetings and district activities, such as, but not limited to, graduation exercises and board officer duties. Reimbursement will be based upon Internal Revenue Service guidelines.

Board members will be reimbursed for itemized and documented expenses for lodging, per diem for meals, transportation fees, and any other miscellaneous out-of-pocket travel-related expenses for attending meetings that offer continuing education opportunities, including those that might require an overnight, or longer, stay, and are approved for attendance by the board. Reimbursement of expenses will be in line with board policies and district processes for travel reimbursement.

A district credit card and/or purchase order may be used for the payment of expenses associated with a board member's attendance at meetings that offer continuing education opportunities and that are approved for attendance by the board.

At all times, such expenses will be in line with budgetary allocations for the specific type of expense. Such expenses, if approved, may be reimbursed from the activity fund or general fund.

### 2.0 CROSS REFERENCE: BP-2010, BP-4010

### 3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
22-Sep-03	B	Revised
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised
22-Sep-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	G	Changed policy title to include travel-related expenses. Clarified in first paragraph that the per diem is for board member attendance at up to four (4) meetings per month, and reimbursement of travel-related expenses for attendance at other meetings.
03-Jun-14	H	Board approved action on 4-23-2014 to allow board members to receive mileage reimbursement for attendance at board meetings. Policy revised based upon that action.

**\*\*\* End of Policy \*\*\***