

REIMBURSEMENT OF AUTHORIZED EXPENSES AND PER DIEM MEETING
COMPENSATION TO BOARD MEMBERS

The Board believes that well-informed Board members best serve the interests of the District. To that end, Board members are encouraged to attend workshops, seminars, conferences, meetings, etc., which are designed to increase their knowledge and ability to discharge the duties and responsibilities entrusted to them by the electorate of the South Lyon Community School District.

Within the authorization provided in MCL 380.1254 of the General School Laws and within certain limitations imposed by the Board, Board members will receive reimbursement for necessary and actual expenses incurred by attending such meetings or when serving as a duly appointed representative of the Board. Authorized expenses are defined as registration costs, transportation, meals and lodging.

1. Upon return from the conference attended, the Board member shall fill out the proper form for itemization of expenses; and payment shall be made only upon filing a request on such form signed by the member. Supporting evidence of expenses - invoices, for room charges, transportation fares, meals, etc. should accompany the request for payment. When it is more convenient, registration may be sent from the Superintendent's office with district payment for stated expenses enclosed. If additional necessary expenses are incurred, the proper form for reimbursement must be filed.
2. Effective January 1, 1991, the same mileage reimbursement rate as established by the IRS will be reimbursed for travel by private car, except that the reimbursement for use of a private car shall not be greater than that required for public transportation, unless circumstances make travel by public transportation impossible or difficult. When a private car is used, Board members are encouraged to share rides whenever possible. If public transportation is used, reimbursement shall not be greater than the cost of chartered fare if such arrangements have been made for transportation of Board members, or as altered by the Board for extenuating circumstances.
3. It shall be the responsibility of the Superintendent, after consultation with the Assistant Superintendent of Business and Finance, to refer unusual or questionable expense requests to the Board for audit.
4. Members should present an oral or written report to the Board for the purpose of sharing with other members the information gained at the conference attended.

Board members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board, as permitted by this policy.

Schedule of Specific Categories

The following specific categories of duties and functions are approved as reimbursable expenses:

1. Expenses for state level and out of state travel must have prior Board approval. An estimate of such expenditures should be provided.

Expenses include registration, costs of travel, lodging and meals where these expenses are directly related to attendance at the conference, seminar, class or workshop, subject to the following limitations:

- A. Lodging: maximum of \$141.63 per night (\$207.00 outside MI)

except that higher rates will be approved if the conference is held at the hotel and rates there exceed the maximum. These rates will be increased by the change in the average Consumer Price Index for the twelve month period ending December 31, 2008 and annually thereafter.

- B. Meals: maximum of \$16.35 per breakfast
maximum of \$21.79 per lunch
maximum of \$38.14 per dinner

Reimbursement limits shall be adjusted annually based on the annual Consumer Price Index change through December 31 of each year. See administrative guidelines for current year's reimbursement maximum.

- C. Travel as provided in Paragraph 2 below.

2. School business travel: air travel at coach rate; automobile mileage at the Internal Revenue Service approved rate per mile, plus tolls; taxi or rental car allowances at current prevailing rates for travel outside the District when necessary to attend a function on this schedule.

The Board must review and vote to approve the reimbursement of any expense claimed under this policy before payment is actually made.

Limitations

1. Reimbursement applies only to Board members. There shall be no reimbursement for expenses of spouse, family or guest.
2. There shall be no reimbursement for entertaining guests.

3. There shall be no reimbursement for loss of pay for performing Board business or attending conferences.
4. When the conference attended is part of a vacation trip, expenses for only that portion of travel pertaining to the conference shall be reimbursed. In addition, only those hotel and meal expenses incurred by a Board member while actually attending the conference will be reimbursed.
5. With prior Board approval, a Board member will be reimbursed for attendance at one national conference of A.A.S.A. or N.A.S.B. per year, but not for both.
6. The Superintendent is authorized to process registrations to various in-state business meetings as long as they come within the budget limitations as provided by the Board.

If the Superintendent has concerns about processing the registrations he/she should consult with the Board President.

As authorized by MCL 380.621 of the Revised School Code, Board members shall receive a per diem allowance for attendance at meetings convened in accordance with the bylaws of the Board or held pursuant to law. The amount shall not exceed \$30.00 per meeting, subcommittee meeting, or authorized duty if the duty is related directly to the member's responsibility as a Board member and if the duty is authorized in advance by resolution of the Board. Compensation shall be provided to a Board member for an authorized duty only if that duty and the authority of the Board member to perform that duty is specifically enumerated in the resolution authorizing compensation. A Board member shall not receive compensation for more than a total of 52 meetings, subcommittee meetings, and authorized duties per year unless the majority of the Board votes to remove this limitation.

*Adopted April 19, 1982
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