

0144.1 **Compensation**

Board members shall not receive annual compensation for service as a Board Member.

0144.11 Reimbursement of Expenses

Reference: MCL 380.1254; MCL 388.1764b

The Board shall pay or cause to be paid the actual and necessary expenses of its members and Board employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure shall be a public record and shall be made available to a person upon request.

The Board shall approve payment of an expense incurred by a Board member only if either (1) the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred, or (2) the expense is consistent with the following policy, and the Board approves the reimbursement before it is actually paid:

The following categories of expenses shall be reimbursable:

- Mileage for Board-related activities and meetings, not to exceed the then-current rate established by the Internal Revenue Service;
- Expenses of attending a Board-approved conference, including fees, parking, mileage, meals and housing
- Expenses related to purchase of printed or other materials relating to Board membership; and
- Expenses of attending a community or School-related event, if the individual attends as the designated representative of the Board.

The following categories of expenses shall not be reimbursable:

- Expenses of attending a community or School-related event, if the individual attends as a private citizen;
- Entertainment expenses; and
- The purchase of alcoholic beverages.

A voucher detailing the amount and nature of each expense must be submitted to the School Board for approval at a Board meeting, prior to reimbursement.

JOB-RELATED EXPENSES

The Board of Directors may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the School incurred in the course of performing services for the School, whether within or outside the School, under the direction of the Board and in accordance with the Chief School Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Chief School Administrator.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Chief School Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed one hundred dollars (\$100) upon written approval of the expenses by the Chief School Administrator.

JOB-RELATED EXPENSES

The Board of Directors may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the School incurred in the course of performing services for the School, whether within or outside the School, under the direction of the Board and in accordance with the Chief School Administrator's administrative guidelines.

The Chief School Administrator shall prepare administrative guidelines to implement this policy.