

214 - OUT-OF-STATE TRAVEL BY GOVERNING BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by governing board members as required by law.

II. GENERAL STATEMENT OF POLICY

Governing board members have an obligation to become informed on the proper duties and functions of a governing board member, to become familiar with issues that may affect the education district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and education district policies that relate to their functions as governing board members. Occasionally, it may be appropriate for governing board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the governing board finds it proper for governing board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as governing board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the education district should be pre-approved by the governing board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary education district-related expenses. Meals will be reimbursed according to the same limits imposed on education district staff.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official education district form and are to be submitted to the district business office. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form. Reimbursements will be issued once per month on the same schedule as all other regular district bills.

- B. Automobile travel shall be reimbursed at the mileage rate set by the governing board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the governing board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The executive director shall develop a schedule of reimbursement rates for education district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The executive director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

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