

Board Member Travel, Conventions, Workshops and Other Expenses

This regulation applies to Board members and the Office of the Superintendent to guide their expenses relating to travel and duties of members of the Board.

From time to time extenuating circumstances or potential hardships may arise that are not covered by this policy. In such cases, a Board member or the Superintendent may appeal to the Board of Education to grant an exception to a particular section of this policy. The resolution to such an appeal will be determined by Board vote.

Authorization for Travel and Conferences

Each Board member shall be authorized to attend a reasonable number of national and state conferences, workshops or in-service activities per year for the purpose of increasing self-knowledge related to issues of education and board governance.

Local or regional meetings, seminars or training sessions may also be taken at the discretion of the Board member.

Expenses and Receipts

Upon return from any District-related travel or after incurring a reimbursable expense, the Board member is expected to account for the travel or expense within 10 days after such travel or expenditure. This accounting shall include a request for reimbursement or a refund to the District, as appropriate. Such expense reconciliation shall be documented on the District Expense Form or the Mileage Reimbursement Form. The expense accounting shall be accepted or rejected by the signature of the treasurer and/or the president of the Board.

Expenses for which there are no receipts, e.g., tips, baggage handling, shall be accounted for on the expense form with the Board member's signature testifying to the veracity of the expense.

EXPENSE GUIDELINES

Method of Conveyance

Generally, air travel will be used for out-of-state travel and auto travel for in-state activities. However, the specific methods of transportation shall be determined by the Board member. Travel arrangements may be made through the Secretary to the Board or by the Board member, at his/her choosing. The District shall provide for the cost of standard coach fare for air travel. Any upgrade for air travel or re-ticketing shall be at the expense of the Board member.

Auto travel will be reimbursed to the Board member at the prevailing District rate per mile. Such requests for reimbursement should be made using the District Mileage Reimbursement Form.

Lodging

The District shall pay the cost of one standard room per occasion. Additional accommodations or expenses for upgraded accommodations due to family attendance at the event or personal preference shall be paid by the Board member.

If the Board member elects to stay an additional time at the event location for an extended visit in the area, the additional expense shall be borne by the Board member.

Meals

The Board member may use discretion in purchasing breakfast, lunch and dinner based on the location of the event and prevailing dining rates, not to exceed \$50 per day. The Board member shall provide receipts to establish actual costs for daily meals. If the member is in a group to which one receipt is provided, the member shall reimburse the difference between his/her meal and the total bill.

If the Board participates in a banquet style meal which includes a spouse or member of the family, the Board member shall reimburse the District the actual cost of the meal, if known or \$10 for each additional lunch or \$25 for each additional dinner.

The District will not provide for reimbursement of any alcoholic beverages. Where possible, a separate check for such expenses is recommended.

Vehicle Rental

The District does not have a preferred auto rental company.

If a vehicle is rented as a result of travel needs after air travel, the receipt must be retained and submitted for reimbursement. The cost of a full size vehicle shall be the standard for rental selection or larger is needed to accommodate the size of the party. The cost of upgrading of the vehicle shall be borne by the Board member unless such upgrade is necessary given the circumstances. Such circumstances shall be noted at the time of reimbursement reconciliation.

When a vehicle is rented, the individual Board member's auto insurance takes precedence for any accident.

The Board member shall return the vehicle to the rental company with a full tank of gas and provide the gasoline receipt for reimbursement.

Taxi fares or other methods of transportation will be reimbursed to the Board member as they are related to attendance at the conference, upon submission of a receipt.

Entertainment

Occasionally, in the course of a conference, certain entertainment activities are assumed for participants. The District shall reimburse a reasonable amount for entertainment when the entertainment is related to the conference program, associated with a meal event, and/or within good discretion. Entertainment or personal items not associated directly with conference attendance shall be reimbursed to the District if such a charge is placed on a total event receipt. These items may include, but not limited to, in-room mini-bars, in-room movies, lounge charges, and guest services. Members are strongly discouraged from charging, even with the intent of reimbursing, items for personal use or entertainment on a District related receipt when direct payment from the member is possible. This would include such items, but not limited to, theater movies, alcoholic beverages, area special attractions or gambling expenses.

Phone Calls

The District shall pay for a Board member's personal phone calls made while traveling up to \$15.00 per day.

Cash Advances

The District may provide a reasonable cash advance to a Board member upon request. The amount of the cash advance shall be determined by the Board member through an estimate of the daily costs of the event. The member shall use the District Purchase Order Form for this request. The Board member should provide the District with a minimum of one week advanced notice if a cash advance is necessary. The Board member must provide appropriate receipts for the actual expenses and return any unused portion of the cash advance. The District Expense Form shall be used for documentation. It is recommended that the Board member buy traveler's cheques with the cash advance funds rather than travel with cash. Any theft of cash or traveler's cheques must be reported to local police or the loss shall be at the Board members expense.

Other Expenses

Aside from travel, Board members may incur other expenses as a result of Board membership. Each Board member has different circumstances; however, among common expenses that shall be considered reimbursable and/or within a supply request are:

- supplies and materials used to transact Board business
- costs associated with cell phone use for Board business
- costs associated with communications technology

- mileage for Board business travel at prevailing rates
- meals associated with conducting Board business
- other justifiable expenses approved by the Board president

In addition, communications and typical office supplies are a vital part of Board membership. Board members may request such supplies as file cabinets, binders, tablets, and such, as well as technology such as computer, ISP, data lines, fax machine, cell phone, pager, etc. to assist in communications and conduct Board business. Technological equipment (hardware and software) is considered a loan to the Board member and must be returned or purchased at prevailing value once the Board member vacates Board membership. Other office supplies such as file cabinets shall also be returned to the District after use.

Any other expense must be justifiable in relationship to the event and pass critique by auditors of District funds and/or legal challenge. The Board member shall use the District Expense Form to document expenses.

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St. Vrain Valley School District RE-1J, Longmont, Colorado