

9300 POLICY - Board of Education Reimbursement

Utica Community Schools Board of Education members shall be reimbursed for actual and necessary expenses incurred in the discharging of their official duties and in performing functions authorized by the Board of Education.

**Schedule of Specific Categories**

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

- I. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include cost of travel and lodging which are directly related to the conference, seminar, class, or workshop, subject to the following limitations:
  - A. Lodging: Single occupancy for the Conference Published Rates.
  - B. Meals: Meals other than those included in the conference registration are at board member's expense and will not be reimbursed by the District.
- II. 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.

Utica Community Schools Board of Education must vote to approve the reimbursement, in accordance with Revised School Code MCL 380.1254, prior to any expense being incurred and before payment is actually made.

**Non-scheduled Categories of Expenses**

An expense incurred for an official duty or function not appearing in this policy, or for an amount exceeding the maximum allowed in this policy, requires prior official approval by the Board of Education.

**Expense Receipts**

To receive reimbursement, supporting itemized receipts or other evidence must be submitted to the district's business office to verify expenses incurred.

**Spouses and Other Family Members**

Expenses of spouses and other family members accompanying board members in the discharging of their official duties or performing authorized functions are not reimbursable.

Legal Reference: *Revised School Code MCL 380.1254*

Policy  
Adopted: 10/9/95  
Revised: 1/11/99  
Revised: 8/2001  
Revised: 8/27/07  
Revised: 6/26/17

Board of Education Utica Community Schools

9300 RULES AND REGULATIONS - Board of Education Reimbursement

Prior to incurring costs, the Board of Education, by a majority vote of its members at an open meeting, will approve reimbursement of specific expenses.

A minimum of thirty (30) working days' notice is required for the processing of a Request for Conference Leave Form.

**Expenses covered:**

- I. Lodging –the single occupancy amount for the published conference rate plus all appropriate taxes. When no single occupancy conference rate is published, the allowable rate will be reasonable and customary.
- II. Registration Fees
- III. Travel

When the conference has been completed all expenses must be documented on the leave forms, substantiated by original itemized receipts and submitted to the Business Services Department within ten working days.

Rules and Regulations  
Adopted: 10/9/95  
Revised: 8/1/01  
Revised: 8/27/07  
Revised 6/26/17

Superintendent of Schools