

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Out-of-State Travel

BOARD APPROVED: October 2008

BOARD REVIEWED DATE: October 2012

BOO180 Out-of-State Travel by Board Members

I. PURPOSE

The purpose of this policy is to regulate out-of-state travel by Board members as required by law.

II. GENERAL STATEMENT OF POLICY

Board members have an obligation to be: informed about the proper duties and functions of an Intermediate District Board member and familiar with issues that may affect the District and its member districts; and to acquire: a basic understanding of school finance and budgeting, and sufficient knowledge to comply with federal, state and local laws, rules, regulations and District policies that relate to their role as Board members. Occasionally, it may be appropriate for Board members to travel out-of-state to fulfill their obligations.

III. APPROPRIATE TRAVEL

- A. Travel outside the state is appropriate when the board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to regional or national meetings of the National School Boards Association (NSBA) and/or the Association for Educational Services Agencies (AESA) is presumed to fulfill this purpose.
- B. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the District should be pre-approved by the Board.

IV. REIMBURSEMENT OF EXPENSES

- A. Expenses eligible for reimbursement may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, Board-related phone calls, and other reasonable and necessary District-related expenses.

- B. Reimbursement is governed by the schedule of reimbursement rates and the procedures concerning reimbursement requests and approvals developed by the Superintendent. This policy must be reviewed annually by the Board and any subsequent changes must be approved by a recorded vote.