

**REIMBURSEMENT FOR TRAVEL & OTHER EXPENSES  
BY BOARD MEMBERS**

**CADA**

Each member of the North Summit Board of Education shall receive \$3,000.00 per year, payable monthly, as compensation for services as stipulated. Board members are entitled to receive the same insurance benefits as school employees.

Expenses for attendance at educational meetings will be reimbursed from the School Board fund in accordance with the following policy on permissible expenditures, provided the attendance has been approved for reimbursement purposes in advance by the Board.

**TRAVEL EXPENSES & ALLOWANCES:**

The following expenses actually incurred by Board members in the performance of their official duties, and not reimbursed by any other sources, will be deemed approved expenses and appropriate for reimbursement:

1. All commercial transportation at coach or less than coach class airfare. Travel arrangements should be made far enough in advance to receive the best possible discount on airfare. Ground transportation will not exceed:
2. Cab fares from hotel or residence to the meeting and return.
3. Cab or limousine fares from the airport to the hotel of residence and return.
4. Rental car.
5. Mileage at the rate approved for Utah Board of Education employees (\$.50 per mile), or the coach airfare, whichever is smaller. Whenever possible, district vehicles should be used.
6. Reasonable accommodations for lodging will be reimbursed for in and out-of-state travel.
7. Registration Fee. (Receipt must be attached to expense voucher unless prepaid by the Business Administrator).
8. Reimbursement for meals per diem will be \$30.00 for both in and out-of-state travel per 24 hour period. (Breakfast \$7.00, Lunch \$8.00, and Dinner \$15.00). If meals are complimentary or are included in the registration fee, the value of the appropriate meal will be deducted. Time returning to allow the dinner meal is 7:00 P.M.
9. Telephone calls, both local and long distance, for official business, or for the reservation of rooms, meals, or transportation.
10. Miscellaneous expenses such as postage (limited to business matters only) and parking.

Board members may receive, upon request to the Business Administrator, advance funds for the estimated expenditures to attend conventions, conferences, or other appropriate events authorized by the Board.

Within 10 days after completion of the travel, the Board member must submit a final settlement claim with the Business Administrator. Required documentation to be returned will be: airline voucher (or statement of mileage, where personal auto is used), hotel receipt, conference registration receipt, and receipts of any other expenses. No receipt will be required for meals.

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### **EMPLOYEES**

It shall be the intent of the Board of Education of the North Summit School District to reimburse personnel for the reasonably expected expenses, which are incurred while attending a conference, convention, or workshop which is directly related to the educational or operational objectives of the district.

The following people will receive a stipend as designated to cover monthly travel and other expenses on a routine basis. If they incur excess expense they will be reimbursed according to the following policy if approved by the Superintendent of schools. The schedule of routine reimbursement is as follows:

Superintendent	\$100.00 per month
High School Principal	\$ 50.00 per month
Elementary & Middle School Principal	\$ 30.00 per month
Maintenance Person	\$ 25.00 per month
Business Official	\$ 50.00 per month

### **GUIDELINES:**

1. All attendance at conventions and conferences by employees must have the prior approval of the Superintendent.
2. Where possible, travel should be scheduled at a time when the educational program will not be impaired by the absence of the person attending the workshop or conference.
3. Travel arrangements should be made far enough in advance to secure the best possible discount on airfare and lodging accommodations.
4. A copy of the convention brochure must be attached to the request for travel advance.
5. Within 10 days after completion of the travel, the employee must submit a final settlement claim with the business administrator. Required documentation to be returned will be airline voucher (or statement of mileage where personal auto is used), hotel receipt, conference registration receipt, and any other large expenses. No receipt will be required for meals.
6. The following reimbursement allowances will be reviewed on July 1<sup>st</sup> of each year and updated when needed:
  - a. Air Fare will be at the lowest coach fare available at the time of the conference.
  - b. Reasonable accommodations for lodging will be reimbursed for in and out-of-state travel.

- c. Reimbursement for meals per diem will be \$30.00 for both in and out-of-state travel per 24-hour period. (Breakfast \$7.00, Lunch \$8.00, and Dinner \$15.00). If meals are complimentary or are included in the registration fee, the value of the appropriate meal will be deducted. Time returning to allow the dinner meal is 7:00 P.M.
- d. Personal auto reimbursement will be \$.50 per mile, or the coach airfare, whichever is smaller. Whenever possible, district vehicles should be used.
- e. Where vehicle rental will be necessary, it will require the advance approval of the superintendent.
- f. Additional payment will be authorized for ground travel to and from airports in metropolitan areas upon return and receipt of vouchers.

