

**BOARD MEMBERS:  
COMPENSATION AND EXPENSES**

**BBG  
(LOCAL)**

**second draft**

**5/18/06**

**EXPENSE  
REIMBURSEMENT**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board. The Board-related purpose of the travel shall be documented on the District provided travel reimbursement form.

**DOCUMENTATION  
REQUIRED**

For any authorized expense incurred, a Board member shall submit a District provided expense reimbursement form with receipts, documenting actual expenses and in accordance with administrative procedures. When obtaining a receipt is not feasible, such as cab fare or self parking lots, receipts may not be required.

Requests for reimbursement shall be timely submitted within 30 days of return or at least monthly. A Board member shall sign the reimbursement request form.

For expenses for Board member business-related entertainment or meals involving other persons, documentation shall indicate the school-related purpose and the individuals for whom entertainment or meals were provided by the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

**MILEAGE**

Reimbursement for mileage for use of a personal vehicle shall be at the rate adopted in the travel guidelines adopted by the Texas Comptroller of Public Accounts.