

Grants Pass School District 7

Code: **BHD**
Adopted: 6/14/88
Revised/Readopted: 2/24/04
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

In order to increase the efficiency of Board members and to protect them against excessive direct costs of official school business, the district shall compensate them for actual expenses incurred. Such compensation shall not be made, however, in the absence of a proper receipt or a signed, detailed voucher attesting both to the amount and to the purpose of the expenditure. The district shall compensate Board members for field trips and attendance at conventions of unquestioned benefit to the school district. The district shall provide subscriptions to school board newsletter services, journals memberships in both state and national school board associations.

If needed, an advance payment will be issued for anticipated conference expenses. Compensation is limited as follows:

Travel – Commercial air will be compensated at economy rates and limited to approved travel. Board members will assume the additional expense of first class travel.

Travel by personal car shall be compensated at the same rate as allowed by the Internal Revenue Service.

Taxi and bus fares will be paid by the district for travel to and from airports to hotel, and hotel to meeting places.

Meals – The maximum compensation for meals allowed per day will not exceed \$25. Additional costs will be assumed by the individual. If travel includes a partial day, the following maximum compensation for individual meals will apply:

Breakfast – \$ 5
Lunch – \$ 6
Dinner – \$14

Individual meal rates will cover Board members not spending a full day out of the district.

Lodging – Actual expenses will be paid by the district.

Registration – Actual fees will be paid by the district.

Limitations – Alcoholic beverages, gifts, clothing or souvenirs are not legitimate district expenses and will not be reimbursed.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#) (15)

[ORS 244.040](#) (1)(a)

[ORS 332.018](#) (3)

Oregon Government Standards and Practices Commission Advisory Opinion 93A-1007 (November 18, 1993).

Cross Reference(s):

BHB - Board Member Development