

Multnomah Education Service District

Code: **BHD-AR**
Revised/Reviewed: 12/21/10

Board Member Compensation and Expense Reimbursement

1. Board Policy BHB - Board Member Development:
 - a. Provides for Board members to participate in conferences, workshops and conventions held by state and national school Boards associations and other educational organizations;
 - b. Subscriptions to publications addressing Board member concerns; and
 - c. It further approves reimbursement, upon receipt, for reasonable and necessary expenses incurred and approved.
2. Board Policy BHD - Board Member Compensation and Expense Reimbursement:
 - a. Authorizes expenses limited to transportation, lodging and meals for Board Member only
3. Board Policy DLC Expense Reimbursement and Administrative Rule DLC-AR Travel Procedure provide:
 - a. Authorized rate of lodging set at single occupancy rate plus tax;
 - b. Food expenses are reimbursed at cost not to exceed \$43 plus tax, plus 15% gratuity per day;
 - c. Meals which are a part of a conference or program shall be reimbursed at cost with individual meal rates applying for the remaining meals.
 - d. Where less than full day reimbursement for individual meals is authorized, the following rates shall apply:
 - (1) Breakfast: \$8.00+tax+15% gratuity
 - (2) Lunch: \$10:00+tax+15% gratuity
 - (3) Dinner: \$25.00+tax+15% gratuity
 - e. Alcoholic beverages are not a reimbursable expense
 - f. Travel expenses shall be reimbursed at the current IRS mileage rate regardless of the mode of transportation.
4. Conference Registration
 - a. The Board Secretary shall register and pre-pay registration, housing and selected meals for conferences, and make travel arrangements (airfare) for Board Members;
 - b. Board members are responsible for purchasing their spouses airlines tickets; and
 - c. When expenses are incurred for spouses as part of the conference registration package (registration, housing, meal tickets) the Board Secretary will pre-pay those charges. Board Members shall be billed for said charges after the conference.

5. Cancellation and Reimbursement

- a. Board members who do not notify the Board Secretary in advance of the cut off date of their non attendance to conferences, events or travel arrangements, that they have been registered for, shall reimburse MESD for expenses incurred.
- b. Board members are to submit their original receipts for expenditures to the Board Secretary for processing monthly.
- c. No reimbursement shall be processed without original receipts.