

## **School Board**

### **Board Member Development**

#### **REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017. As required by the Act, it is Calumet City School District No. 155’s policy to regulate the reimbursement of all District Board member, administrator, and employee travel expenses as set forth below:

**1. Definitions.**

- a. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. “Travel” means any expenditure directly incident to official District business travel by Board members, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**2. Reimbursable Rates.** The District shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

**3. Reimbursement Request Form.** The District shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the District’s Reimbursement Request Form, attached as Exhibit B. All documents submitted to the District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

**4. Entertainment Expenses.** The District shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

**5. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Education of the District:

- a. Any reimbursable expenses of a District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a member of the Board Education of the District.
- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

- 6. Compliance with Act.** The District shall comply with all other requirements of the Local Government Travel Expense Act and any District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted: January 19, 2017

January, 2019

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

**Types of Official Business Applicable to this Policy.** The School District shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official School District business. Types of official School District business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the School District’s mission.

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate and cost shall not exceed airfare (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$65.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$225.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$225.00 / night
All other Illinois Counties	\$200.00 / night
Outside of Illinois	As approved by the Board

The following expenses **shall not** be reimbursable: entertainment; alcoholic beverages; personal items; travel insurance; supplemental rental car charges (insurance, locksmith, luxury vehicles); extra baggage charges; laundry; room service; lodging within 60 miles of the School District; medical equipment (unless physician prescribed); reimbursement without a valid, dated receipt; cancellation fees; and non-Board members or school employees expenses.

**EXHIBIT B - BOARD MEMBER EXPENSE REIMBURSEMENT FORM**

*Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Please print.*

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Receipts attached** Request Date: \_\_\_\_\_

**Approved expense advancement (voucher) attached, if applicable\*** *(Completed 2:125-E2, Board Member Estimated Expense Approval Form.)*

<b>Actual Expense Report</b>										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
<b>Subtotal</b>										
<b>Advances</b>										
<b>TOTAL</b> <i>(a negative amount indicates refund due from Board member)</i>									\$	

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President or Secretary's Signature

\_\_\_\_\_  
Date

School Board Action:  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**