

# Bylaws/Policies

## MACOMB INTERMEDIATE SCHOOL DISTRICT

### 0144.1 Expenses of Board Members

Necessary and actual expenses of a Board member shall be reimbursed when incurred in the performance of his or her duties or in the performance of functions authorized by the Board and duly vouchered. The schedule of specific categories of reimbursable expenses is as follows:

- A. All official conference fees, registration, meals, travel and conference-related event costs shall be paid by the District, subject to the following conditions:
  - 1. Conference related luncheons, banquets and other meals will be paid either on the basis of approved prepayment or reimbursement of member expenditure.
  - 2. Automobile mileage will be reimbursed at the rate currently established in the professional employees Master Contract.
  - 3. Member expenses for ground travel such as shuttle or taxi while attending conferences shall be reimbursed by the District. Rental cars may be provided by the District for conference business in a number not to exceed three (3) cars for the delegation. They will be provided upon member request on a "first-come-first-served" basis.
  - 4. Member transportation costs shall be paid by the District. In a case where flight accommodations are necessary and available and the member chooses to drive, the District shall pay the lesser cost of mileage or air fare. If flight accommodations are not available, mileage on the member's personal car shall be allowed. If a member chooses to extend his stay in the conference city beyond the end of conference; or if that member chooses to make connecting flights to another location on the way to or from said conference, said member shall be responsible for all transportation costs in excess of the minimum flight charges available to the District for round-trip service to the conference city.

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5. Member lodging accommodations shall be paid by the District.
- B. Expenses of spouses and other family members accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.
- C. In order to provide members full protection of all appropriate insurance coverage while on business and/or conference travel, each Board member shall have prepared the necessary Conference Request Form for each trip.
- D. For all travel that includes at least one (1) overnight stay, each Board member shall submit the Conference Request Form and complete the pre travel authorization portion (Part A) detailing estimated expenses and a post-travel report (Part B) detailing and verifying actual expenses. Both pre travel authorization and post-travel expense reporting must be approved by the Board or its designee.
- E. If a Board member incurs an expense for an official duty or function consistent with this bylaw but not appearing under this bylaw, the Board shall not reimburse that expense unless a motion to approve the non-scheduled expense is approved before the expense is reimbursed.
- F. The Board must vote on the approval of any reimbursement of an expense claimed under this bylaw before payment is made.

## 0175.1 Board Conference, Conventions, and Workshops

The Board recognizes the value of membership and attendance at conferences and meetings at the local, county, state, and national level.

Attendance at local, county, and state workshops and conferences is encouraged.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual(s) traveling.

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3342 Professional Growth Requirements

The Board of Education believes that continued study is a prerequisite for continued professional growth of staff and, therefore, encourages the participation of staff members in in-service and other training programs.

The Superintendent shall plan and implement programs of in-service training consistent with collective bargaining agreements.

The Board may reimburse staff members for the costs incurred in participation, subject to prior approval of the Superintendent.

3440 Job-Related Expenses

The Board of Education shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board.

The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff member incurred in the course of performing services for the District. Whether within or outside the District, under the direction of the Board. The validity of payments for job related expenses shall be determined by the Superintendent.

All travel by a staff member that includes at least one (1) overnight stay must be approved by the Board or its designee. Each staff member shall submit the Conference Request Form, and complete the pre-travel authorization portion (Part A) detailing estimated expenses and a post-travel report (Part B) detailing and verifying actual expenses. Both pre-travel authorization and post-travel expense reporting must be approved by the Board or its designee.

The Superintendent may prepare administrative guidelines necessary for the implementation of this policy.