

## SAYDEL COMMUNITY SCHOOL DISTRICT

### BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the Board member is a public servant who serves without compensation for the Board member's time spent as a Board member. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the Board member must submit a detailed receipt indicating the date, purpose and nature of expense for each claim item. Failure to provide a detailed receipt will make the expense a personal expense. In exceptional circumstances, the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

Travel outside of the school district must be pre-approved. Pre-approved expenses for transportation within three hundred miles of the central administration office of the school district will be by automobile. If a school district vehicle is not available, the Board member will be reimbursed 34.5 cents per mile. Pre-approved expenses for transportation outside of three hundred miles will be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should a Board member choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium priced agency unless the number of Board members traveling on behalf of the school district warrants a larger vehicle.

It will be the responsibility of the Board Secretary to compile the expenses of Board members and bring them to the Board for audit and approval in the same manner as other claims of the school district. It will be the responsibility of the Board to determine through the audit and approval process of the Board whether the expenses incurred by a Board member were actual and necessary expenses incurred in the performance of their official duties.

**Legal Reference:** Iowa Code 68B; 277.27; 279.7A, .8, .32 (1995).

**Cross Reference:** 203 Board of Directors' Conflict of Interest  
401.7 Employee Travel Compensation  
401.10 Credit Cards

**Approved:** 1-20-97

**Reviewed:** December 2013

**Revised:** June 2008