

PROCEDURES FOR BOARD MEMBER REIMBURSEMENT

The District shall directly pay or reimburse a School Board member (or Board-member elect, to the extent applicable) for the following actual and necessary expenses incurred in relation to a Board member's (1) authorized participation in an orientation or continuing education activity, such as a seminar, conference, or similar event; (2) a Board member's authorized attendance at a meeting of an organization of Wisconsin school boards; and (3) other travel necessitated by the performance of official duties.

- 1) Per the Annual Meeting, approved pay for board members is as follows:
 - a) President and Clerk - \$115.00/Board Meeting
 - b) Other Members - \$90.00/Board Meeting
 - c) All Members - \$40.00/Committee Meeting
 - d) Payment of travel costs incurred in the performance of board member duties.
- 2) The actual amount of event registration fees and the cost of any associated resource materials that are reasonably necessary for participation in the event.
- 3) When overnight travel is reasonably required, the actual cost of a hotel room.
- 4) The actual cost of meals necessitated by travel outside of the District not including beverages containing alcohol and only to the extent the cost of such meals would be reimbursed for a District employee with the equivalent travel schedule.
- 5) Actual and necessary mileage driven in a personal vehicle at the IRS-established business expense rate per mile for travel outside of the District but within Wisconsin or to any state contiguous to Wisconsin, and not to exceed the round-trip, direct-route mileage between the Board member's residence and the location(s) of the applicable event(s).
- 6) Airfare and, unless other ground transportation arrangements are made, a rental car provided that the event and the mode(s) of travel are expressly approved by the Board in advance of the event.

Other actual and necessary expenses that may be approved at the discretion of the Board. Requests to use atypical travel arrangements may be submitted for consideration under this paragraph.

ADOPTED: January 12, 2017