

## **BOARD MEMBER COMPENSATION AND EXPENSES**

*Policy Code:*

**2130**

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### **A. COMPENSATION**

Board members will be compensated for the performance of official school system business. The amount of compensation will be established according to applicable laws.

### **B. EXPENSES FOR CONFERENCES, CONVENTIONS, AND OTHER BOARD DEVELOPMENT ACTIVITIES**

Subject to budgetary limitations, the board will defray reasonable out-of-pocket expenses incurred by board members for professional and board development. In accordance with policy 2123, Board Member Opportunities for Development, funds for board member participation in development activities will be budgeted annually. An equal amount of budgeted funds will be allocated for each board member for use from July 1 to June 30 of the budget year. Board members whose terms expire in December of the current year will be restricted to five-twelfths of the annual allocation. For incoming members, the allocation will be seven-twelfths of the annual amount. Any funds unused by a board member at the end of the budget year may be rolled over to the next year; however, a board member's allocation at no time may exceed \$5000.

#### **1. Authorization to Attend Professional and Board Development**

All professional and board development expenses to be paid with school system funds must support school system objectives and be reasonable in cost. Any expenditure for an individual board member that exceeds funds available in that member's allocation must first be approved by majority vote of the board unless additional funds will be transferred from another member's allocation (with the members' written permission).

The board will meet twice a year to discuss upcoming professional development opportunities and to decide which board members will attend them. At those meetings, the Chief Financial Officer will apprise the board of the professional development funds currently available to each board member.

Board members who attend a conference, convention, or other professional development activity will provide a report of the event to other board members at the next board meeting or as soon as practicable thereafter.

#### **2. Reimbursable Expenses**

The board intends that its members exercise good judgment in incurring travel expenses when pursuing professional and board development opportunities. Members are expected to exercise the same care in incurring expenses that a

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prudent person would exercise if traveling on personal business and expending personal funds. School system funds are not to be used to pay excess costs or additional expenses that are for the convenience or personal preference of a board member or to pay for expenses incurred by family members or other guests of a board member.

Each board member's travel expense account may be used to pay the following expenses incurred by a board member for attendance at an approved conference, convention, or other professional development activity.

a. Conference Registration Fees

The board will pay registration fees for approved conferences and other events. Ordinarily, registration is arranged through the superintendent's office and prepaid. If not prepaid, registration fees will be reimbursed in accordance with the requirements of subsection C.1.

b. Lodging Expense

Hotel expenses not prepaid will be reimbursed in accordance with the requirement of subsection C.1. The allowance for lodging will be limited to reasonable actual and necessary expenses. A board member sharing a room with a family member or guest will be limited to the single occupancy rate. Tips for room service, valet, and other hotel services are not reimbursable. Personal services available at the hotel, such as spa services, laundry, child care, and other personal services, are not reimbursable.

c. Meals

A daily allowance for meals while traveling on official school system business will be provided at the current state per diem rate.

d. Travel by Private Vehicle

Mileage for approved travel will be reimbursed at the current state rate, using the board member's home as the origination point. Parking fees and tolls are also reimbursable. In-county mileage for school system business may also be requested using an In-County Travel Reimbursement Form and will be reimbursed at the current state rate.

e. Air Travel

If air travel is necessary, airline reservations will be scheduled through the superintendent's office and paid by the school system in advance. Reservations will be for coach fare only. Airline reservations for traveling companions may be booked at the same time if the board member provides

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a personal credit card or makes other advance arrangements with the finance officer for personal payment. Taxi or other reasonable and necessary transportation fees for travel to and from airports are reimbursable. Rental car fees will be reimbursed when it is more reasonable to rent a car than to use a taxi or other transportation option.

3. Personal Expenses

All other travel and related expenses not covered in these guidelines, including, but not limited to, expenses for laundry, entertainment, between meal snacks, pet boarding, and toiletries or other personal items, are considered personal expenses and are not reimbursable.

4. Cancelled Trips and Missed Events

If a board member cancels a trip or otherwise fails to attend an event for which the school system has prepaid or incurred other expense, the board member is responsible for reimbursing the school system for all funds advanced or expended on the member's behalf, including any cancellation fees.

A board member will not be required to reimburse the school system for expenses paid on the member's behalf if the member is not able to travel because of a medical emergency or death in the immediate family or an emergency work situation; however, the board member must reimburse the school system any funds advanced for the travel.

**C. PROCESS FOR REIMBURSEMENT AND TRAVEL ADVANCES**

1. Reimbursements

Board members will be reimbursed for out-of-pocket expenses incurred in the performance of their duties as provided in Section B. All reimbursements are contingent upon funds available.

Board members should submit requests for reimbursement, along with any supporting documentation of the expenses, within 30 days of incurring the expenses.

All claims for reimbursement of expenses must (1) be in writing, itemized, and supported with original detailed receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (2) document the official school business purpose for which the expenses were incurred; and (3) be signed by the board member. Claims for reimbursement of expenses require approval by the Chief Financial Officer or designee in accordance with this policy. Claims related to attendance at a conference, convention, or other board development activity must also include a copy of the event agenda. Claims involving an event

hosted by a board member must also include a list of the individuals in attendance.

2. Travel Advances

Travel-related claims should be submitted using an Employee Travel Expense Report. Board members may request an advance of funds for estimated out-of-pocket travel and related reimbursable expenses. The board member is responsible for returning any funds advanced in excess of the board member's documented reimbursable expenses.

Legal References: G.S. 115C-38; 138-6; 153A-92

Cross References: Board Member Opportunities for Development (policy 2123)

Other Resources: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/budget/budget-manual>

Adopted: September 15, 2020