

Bendle Public Schools Board Policies

RE: Reimbursable Expenses

1169 Reimbursement for Expenses

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the district business office for processing. Payment will be made after the board approved the reimbursement.

A board member shall not be reimbursed for any travel expense, unless the travel has been approved by the board in advance of the travel. Board members who provide their own transportation shall be reimbursed for each mile actually and necessarily traveled in attending board meetings and in performance of district business.

Expenses for spouses accompanying board members are not reimbursable.

Approved: April 27, 2009
LEGAL REF: MCL 388.1764b

3600 Reimbursement of Expenses

District personnel or members of the Board, who incur expenses in carrying out their authorized duties, shall be reimbursed by the District to the extent approved or provided in Board policies, individual employment contracts, or duly negotiated agreements upon submission of an approved vendor and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: April 27, 2009
LEGAL REF: MCL 15.321-330; 129.221 et seq; 129.621a; 380.1217a; 380.1254

5330 Travel Expenses

The Board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the District's employees when approved in advance by the Superintendent.

Approved: April 27, 2009