

## **HAMTRAMCK ACADEMY Board Reimbursement Policy**

It is the policy of the Board to reimburse its volunteer directors for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions or in connection with the discharging of official duties or in performing functions authorized by the Board.

In order to obtain reimbursement for an allowable expense, directors of the Board must, at an open meeting, either: 1) obtain Board approval of the expense and reimbursement prior to incurring the expense, or 2) obtain Board approval of the expense and reimbursement prior to payment.

Prior to payment of an allowable expense, the director of the Board must submit supporting receipts or other evidence of actual expenses to the educational service provider for processing and payment.

Allowable Expenses include, but are not limited to the following:

- Conference/Event Registration
- Air travel at coach rate
- Automobile mileage at the Federal IRS prescribed mileage rate, plus tolls
- Lodging
- Meals, including tip, limited to the standard per diem rate published by the U.S General Services Administration.
- Taxi or rental car allowances

Limitations on Allowable Expenses:

- Reimbursement applies only to directors of the Board. Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable.
- There shall be no reimbursement for the purchase of any alcohol, gifts, tobacco, or personal products or services.
- There shall be no reimbursement for entertaining guests, including fees for golf.
- There shall be no reimbursement for loss of pay incurred by directors of the Board in performance of their official duties.

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References:

The Revised School Code, MCL 380.1254  
State School Aid Act, MCL 388.1764b

Effective Date: May 27, 2015