

TRUSTEE EXPENSES: REIMBURSEMENT

To intelligently deal with numerous issues, to budget and monitor thousands of dollars in expenditures annually, training and communications are essential for Trustees. Trustees normally attend workshops, training institutes, and conferences at both the state and national level.

Expenses for Board Members: In-District

Trustees living more than three miles from the meeting place shall be entitled to mileage at the rate stipulated in 2-18-503, MCA, for each mile of travel from their homes to the meeting place for each meeting of the Board and for any meeting called by the County Superintendent of Schools. Such travel reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the reimbursed Trustee.

Expenses for Board Members: Out-of-District Meetings

It is appropriate that Trustee expenditures at these out-of-District meetings be paid by the District.

It is the intent of the District to pay all legitimate costs for Trustees to attend out-of-District meetings. The following provides for expenditure guidelines and defines legitimate costs for attendance at out-of-District meetings. The District will pay the cost for:

1. Transportation to and from the meeting site in the amount of the cheapest available air fare if the meeting requires air travel from Missoula, and at the per mile rate approved for the District for meetings requiring vehicle travel from Missoula.
2. On-site transportation: for necessary transportation by bus, taxi, or rental car during the course of the meeting.
3. Hotel or motel cost for Trustee room accommodations at the meeting or convention headquarters facility or other as necessary. If at a convention, the headquarters hotel cannot accommodate all of the participants and a Trustee must stay at an alternative facility, the cost of the alternative facility will be paid.
4. Food costs as necessary: Since food costs vary significantly from one location to another, a specific dollar allowance for meals per day is not possible to establish. Trustees are requested to be modest in their meal expenditures, retain all receipts and submit for reimbursement.
5. Telephone service: Necessary telephone communications with business or family resulting from the Trustee being away from the local District.
6. Incidental expenditures for tips, parking and other necessary costs attributable to the Trustee's attendance at the meeting.
7. Registration and materials which are a part of the meeting agenda and/or requirements.

The District will **not** reimburse or pay for such items as:

1. Liquor
2. Expenses of a spouse or other family members
3. Separate entertainment, such as in-room movies
4. Any other unnecessary expenditures

In any instance where a Trustee would choose to accept a flat fee reimbursement for expenditures as opposed to the itemized approach outlined above, the amount of the flat fee will be the sum of the following:

1. Quoted airline ticket price
2. Quoted single room lodging price at the convention headquarter hotel
3. Current approved State per diem rate per day for food
4. A modest estimate of all other expenses

The Trustee may either request a flat fee advance prior to attending the meeting or may use the itemized approach outlined above. In the latter case, the Trustee may receive a partial advance prior to the meeting and then submit a Claim for Travel Expenses for the remainder of the costs upon return from the meeting.

Reporting Expectations:

In addition to the guidelines and requirements for reimbursement for Trustee expenses, Trustees attending training sessions, conferences, workshops, conventions or other meetings are expected to:

1. Prepare and present a short oral report (no longer than 5 minutes) during a regular Board meeting reporting on what sessions were attended, what was learned and how that might be useful in our district, and/or
2. Prepare a written report to be distributed to all Trustees including what sessions were attended, what was learned and how that might be useful in our District, and
3. Submit appropriate handouts from sessions attended to the Superintendent's office for copying and distribution to all Trustees.