

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: BOARD MEMBER COMPENSATION: EXPENSES**

**2060**

Page 1 of 3 pages

Section A: Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the prepaid expenses and reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal and lodging; and (3) a standardized form for submission of travel, meal and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policy 2060, *Board Member Compensation: Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable prepaid expenses and reimbursement amount of \$5,000 aggregate per trip, for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable prepaid expenses and reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2060, *Board Member Compensation: Expenses* and Board Policy 6040: *Professional Leave*, for staff.
2. Sets the maximum allowable prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate per trip, effective on 7/1/2017 until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph 2 above.
4. Requires the use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable prepaid and reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Section B: Pre-approval of Expenses



**Board Member Request for Professional Leave Expenses**

Revised: June 2017

**Leave Request Overview**

Name: \_\_\_\_\_

School:  GBA  GBE  GBN  GBO  GBS Position: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_ Leave End Date: \_\_\_\_\_

**Financial Details**

Will this leave request require expenses to be paid on your behalf? \*  Yes  No  
\* If this trip does not require expenses, please skip the remainder of this section.

What department/program will fund the identified expenses? \_\_\_\_\_

	Estimated Expenses	
Registration:	\$	_____
Lodging:	\$	_____
Meals:	\$	_____ (Meals expenses permitted only for District <u>required</u> travel.)
	Indicate Qty. of Meal Type(s):	
	Breakfast \$4.00 / Day:	_____ Lunch \$8.00 / Day: _____ Dinner: \$20.00 / Day: _____
Vehicle Expense:	\$	_____ <input type="checkbox"/> Personal (Mileage and Tolls) <input type="checkbox"/> Rental <input type="checkbox"/> Taxi / Train
Airfare Expense:	\$	_____ (Include baggage fees, if applicable)
Other:	\$	_____ Description: _____
Total Cost:	\$	_____

**Approval**

Requestor (Print/Type Name): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: BOARD MEMBER  
COMPENSATION: EXPENSES**

Section C: Reimbursement for Expenses



**Check Request**  
Revised: June 2017

The Check Request form can be used to request a check payment within for processing. This form may also be used to request an urgent payment outside of the regular processing schedule in accordance with Board Policy 4080.  
**Please Note: Urgent payment requests require the approval of a Business Services administrator prior to processing.**

**Request Overview**

Reason for Payment:  Vendor Payment  Employee Reimbursement  Employee Advance  Refund  
 Department Billing  Other: \_\_\_\_\_

Description of Payment: \_\_\_\_\_  
\_\_\_\_\_

Check Payable To: \_\_\_\_\_

*If this is a new vendor please attach a completed W-9 form; if the check needs to be mailed to a new address, complete the following:*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Accounting Details**

Line	Detail Line Description*	Amount	Account Number
1	_____	\$ _____	_____
2	_____	\$ _____	_____
3	_____	\$ _____	_____
4	_____	\$ _____	_____
5	_____	\$ _____	_____

Total Amount of Payment: \$ \_\_\_\_\_

\* Please attach receipts and invoices when submitting this form; receipts and invoices should match the detail line description entered above.

**Processing Instructions**

Delivery:  Send via US Mail to Address in System  Send via US Mail to Address Shown Above  
 Send via Inter-Office Mail to: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

**Approval**

Requestor (Print/Type Name): \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor or Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_