

BOARD OF EDUCATION

Board Member Expenses

Pursuant to The School Code of Illinois, the Board may advance members the anticipated actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of The School Code of Illinois;
3. Meetings sponsored by a national organization in the field of public school education.

Members shall submit an itemized verified voucher showing the amount of his or her actual expenses. Receipts shall be attached to the voucher where possible.

If the member's expenses exceed the amount advanced, the member shall be reimbursed. If actual expenses are less than the amount advanced, the member shall refund the difference.

No money shall be advanced for the expenses of any person except the School Board member. No member is entitled to reimbursement for expenses incurred by any person other than the School Board members.

Submission of Expense Vouchers:

School Board members shall be accountable for all expenditures. Each voucher shall be:

1. Signed by the member and submitted to the Superintendent.
2. Evaluated and approved or rejected by the School Board in its regular bill process.

FIRST READING: August 24, 2005

ADOPTED: September 24, 2005