

**SUBJECT: BOARD MEMBER REIMBURSEMENT TRAVEL AND CONFERENCES
AND ELIGIBILITY FOR HEALTH INSURANCE COVERAGE**

As school district officials, BOCES Board members incur expenses in the performance of their official duties. The following Board Policy shall delineate Board member expenses eligible for reimbursement and the process and documentation necessary to receive payment.

Background

Education Law 2118 provides that school board members may be reimbursed for expenses actually and necessarily incurred in the performance of their official duties. In addition, Education Law 1950 provides that Board members of Board of Cooperative Education Services may be reimbursed for necessary expenditures for attending BOCES meetings.

Board Member Duties

BOCES Board members shall be expected to attend the following meetings and events, for which they will receive reimbursement consistent with the other portions of this Policy:

- Board meetings;
- Committee meetings, if designated as a Committee member;
- Required Training.

The following events and/or meetings shall be eligible for reimbursement if approval is received by the governing board:

- Board Approved Conferences & Workshops;
 - Graduations & Open Houses;
 - Meetings of Professional Organizations including Adirondack Area School Board Association and Saratoga County School Boards Association;
 - Volunteering at BOCES Information Booths at Fairs and other Public Events;
 - Buildings and Grounds Chair, or designee, monitoring site construction and maintenance.
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- Attendance at other functions as designated by Board resolution.

Authorized Expenses

Board members shall be eligible for reimbursement for lodging, meals and mileage pursuant to the maximum rates established by Federal guidelines. Exceptions to the maximum rates shall be made prior to travel (i.e., lodging unavailable at or below maximum rate). Under no circumstances shall Board members be reimbursed for alcoholic beverages, travel for non-employees or extending a business-related trip at taxpayer expense for personal reasons. In addition, reimbursement shall not be granted for conferences when Board members have not obtained the required approval. Documentation in the form of receipts or invoices must be retained and submitted to the Business Office in order to be eligible for reimbursement. In lieu of itemized receipts for meals, Board members may submit for per diem reimbursement in accordance with IRS/Federal GSA limits.

Reimbursement Methodology

Board members will submit claims on an approved voucher form, itemizing their expenses in relation to their official duties as described above. Board members shall be required to provide the following information to receive reimbursement: purpose and dates of travel; lodging and meal charges; mileage and other transportation costs such as tolls, parking and rental car costs; and a certification statement signed by the Board member to attest to the accuracy of the information submitted. Mileage reimbursement will be actual miles traveled for official duties to and from home or place of employment (to be indicated on the approved voucher form) at the IRS approved rate. Such mileage should not exceed the miles equal to the shortest-time route per "MapQuest" unless an explanation is provided by the claimant.

Receipts supporting expenditures are required to be submitted with the voucher.

Prior to payment, all claims for reimbursement shall be reviewed to ensure compliance with this policy.

Members of the Board serve without compensation. However, individual Board members may participate in the BOCES health insurance plan at their own expense while serving on the Board. Pursuant to Education Law, Board members may elect to participate in the health insurance plan at their own expense upon retirement from the BOCES Board and after twenty years of service. (See Board Policy 5220 and Education Laws 2118 & 1950)

Adopted: January 9, 2002
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