

REIMBURSEMENT FOR BOARD MEMBER EXPENSES (revised 4/20/15)

Board members will be entitled to reimbursement for expenses they incur, in accordance with the following:

- A. The Board shall not approve payment of an expense incurred by a Board member unless 1 or both of the following conditions are met:
 - (a) The Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred; or
 - (b) The expense is consistent with a policy adopted by the Board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable expenses and the Board, by a majority vote of its members at an open meeting which approves the reimbursement before it is actually paid
- B. The Board approves an annual budget that includes an amount to cover Board member expenses. Expenses will be reimbursed only for actual and necessary expenses incurred by its Board members in the discharge of their official duties and in attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the Academy.
- C. In order to receive reimbursement, Board members must submit receipts detailing the amount and nature of each expense to the School Office at the Academy.
- D. Board members traveling on Academy business must select a method of transportation that is reasonable and practical. Travel by automobile, with reimbursement based on mileage, is considered the most cost-effective for the Academy and therefore the preferred method for all travel within the State of Michigan. Board members choosing other methods of transportation will not be entitled to reimbursement for any additional expense above the mileage method unless the Board of Directors has pre-approved that different mode of transportation at an open meeting.
- E. Mileage will be reimbursed at the current rate established by the Internal Revenue Service. Reimbursement at the IRS standard mileage rate is intended to cover all costs of operating the Board member's personal automobile, including gasoline, oil, insurance, repairs, etc. No additional reimbursement will be provided.
- F. When attending a Board-approved conference, meeting, or workshop, all registration fees, parking, and mileage will be reimbursed.
- G. Lodging may be reimbursed for conferences, meetings, or workshops that occur over 90 miles away from the Academy at a reasonable rate.
- H. A meal will only be reimbursed if a Board member is conducting business on behalf of the Academy. Board members are expected to exercise good judgment to ensure that any amount submitted for reimbursement is reasonable and in the best interest of the Academy. In order to be reimbursed, a receipt and the following information must be included:

1. Cost (including tax and tip)
2. Date
3. Name and location of restaurant
4. Names, titles and business relationship of all persons attending
5. Business purpose
6. The itemized listing of purchases

No entertainment expenses, purchases of alcoholic beverages, jewelry, gifts, fees for golf or any item the purchase of or possession of which is illegal will be reimbursed.