

Presque Isle Academy II Board Reimbursement Policy

While directors of the Board serve as volunteers, it is the policy of the Board to reimburse its directors for actual and necessary expenses incurred in connection with their service to the Academy. The following specific categories of duties and functions are approved as reimbursable expenses:

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop.
2. Attendance at educational or civic programs and functions where the Board Member is designated as the Board's official representative, delegate, or spokesperson. This category does not include political activities of any kind.

To receive reimbursement, a director shall submit to the administration an expense voucher and supporting receipts or other evidence to verify each expense incurred. As required by law, the Board must vote on the approval of any reimbursement of an expense claimed by a Board Member prior to payment. (Expenses of spouses and other family members accompanying Board Members in discharging their official duties or performing authorized functions are not reimbursable.)

Board members seeking reimbursement of other expenses must seek Board approval at an open meeting prior to incurring the expense.

References:

The Revised School Code, MCL 380.1254

Effective Date: 9/10/13