



BOARD POLICY
REIMBURSEMENT OF EXPENSES –
BOARD OF EDUCATION

1.40.080-P

Board Members serve without compensation. However, Board Members shall be reimbursed for reasonable and necessary expenses actually incurred in the conduct of Board business within the budget allocation for such expenses.

I. Expense Reimbursement

- (1) The Board will annually set a budget for the reasonable and necessary expenses actually incurred by Board members in the conduct of Board business. The Board may set an annual maximum amount to be allocated (in total, per individual, or both).
- (2) Reimbursement of Board members for travel in Oregon on Board business and within the budget allocation at per diem or mileage rates established by the IRS or the District does not require prior approval as long as such expenses are otherwise incurred in compliance with District policy and procedures. Board members may be reimbursed when paid admission is required of the general public for attending District athletic events and other activities as part of their responsibilities of being informed about District operations. All other proposed expenses require prior approval of the Board Chair.
- (3) Expenses related to attendance at Board-approved State and National Meetings, Office Support, and Reimbursements for Use of Personal Auto will be charged to the Board's department budget and, while subject to overall budget constraints, are not charged to the individual Board members in fulfilling their duties and responsibilities on behalf of Portland Public Schools are subject to this policy.
- (4) All expenditures related to out-of-town travel by Board members funded by the Board office budget must have prior authorization by the Board leadership. For out-of-town travel funded by any other budget or funding source, Board leadership must be notified before the trip is scheduled.

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II. Out-of-Town Travel

- (1) Covered Expenses. Authorized Board travel expenses shall be limited to transportation, meals, lodging, incidental expenses, and conference fees, if applicable. Reimbursement for alcoholic beverages and entertainment is not allowed.
- (2) Rate of Reimbursement. Board members may be reimbursed for actual expenses paid and documented with itemized original receipts. Board members may be reimbursed for travel-related meals at the then-established District per diem rate or may submit actual itemized original receipts for meals.

III. Technology Support

- (1) To assure that each Board member is equally equipped to conduct the business of the Board, any Board member may be provided, if so required, the use of computer hardware and software for the efficient processing of Board business. The costs of Internet connections to access the District's web page and e-mail system are reasonable expenses to carry out Board business and may be reimbursed.
- (2) The District will provide cell phones at District expense for Board member use for conducting the business of Portland Public Schools. Personal use of such cell phones is not permitted.

IV. Reimbursement for Use of Personal Auto

A Board member, who regularly uses his/her automobile in the business of the district, may be compensated for this usage in accordance with the requirements and procedures set forth for district personnel.

- (1) Direct Reimbursement for Actual Miles Traveled. Authorization for use of personal automobiles on district business shall not be granted until there is, on file in the Risk Management Office, appropriate proof of proper car insurance at the minimum levels required by Oregon law. A Local Mileage Reimbursement Request form should be completed and signed by the

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Board member and submitted to the Board Chair or his or her designee for approval, who will then forward the request to the Office of Board Services for processing. Mileage is reimbursed at the IRS rate in effect when the miles were driven.

V. Reimbursement of Expenses

- (1) Board members will follow the procedures for expense reimbursement established for District staff.
- (2) Expense reports must be accompanied by original itemized receipts and submitted to the Board Chair or the Board member designated to approve Board expenditures, who will then forward the expense report to the Office of Board Services for processing.
- (3) Procurement cards may be issued to Board members and are subject to this policy.
- (4) Reimbursement requests will be honored up to the maximum annual amount allocated and approved by the Board for such purposes.

History: Adpt 6/171; Amd 8/10/98; Amd 9/9/02; BA 2417; Amd 1/24/2005 BA 3196; Amd 1/8/2019

Legal Reference: ORS 244.020(15); ORS 244.00(1)(a); ORS 332.018(3); Oregon Government Standards and Practices Commission Advisory Opinion 930A01007 (November 18 1993); Administrative Regulation 1.40.081, Guidance in Arranging Travel and Reporting Expenditures, ORS 332.107, ORS 332.105(2); ORS 332.107, ORS 244.0