



## RESOLUTION TO REGULATE EXPENSE REIMBURSEMENT

WHEREAS, Section 10-20 of the School code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties:

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School district's budget and other financial considerations, the Superintendent has recommended to the board a maximum allowable reimbursement amount of \$369.00 per day for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby;

1. Defines and sets the types of allowable expenses through Board Policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$369.00 per day, effective 1/17/2017 until the Resolution is rescinded or replaced by the board.
3. Meal reimbursement will be set at the maximum allowable reimbursement of \$54.00 per day for conferences unless in a major metropolitan area in which the maximum allowable reimbursement would be \$69.00 per day effective 1-17-2017

*Mission: Educate students to be lifelong learners who are productive, responsible citizens.*



**OREGON**  
**CUSD220**

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4. Supersede its previously adopted Resolution to Regulate Expense Reimbursement as of the effective date in paragraph two and three above.
5. Requires use of board exhibit 2:125-E1, Board Member Expense Reimbursement Form as attached
6. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
7. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: \_\_\_\_\_ (Board President)

Attested by: \_\_\_\_\_ (Board Secretary)

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**OREGON COMMUNITY UNIT SCHOOL DISTRICT #220**  
**BOARD MEMBER/EMPLOYEE REIMBURSEMENT FOR EXPENSES**

Board/Faculty members who attend clinics, institutes, workshops, etc. and expect reimbursement for expenses, including mileage, will complete the following form and attach meal and hotel receipts, registration fee receipts, etc. indicating expenses:

Name: \_\_\_\_\_

**Position:** \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

**Receipts Attached to form**

**Budget Code:**  

Purpose and location of attendance:	

Total Mileage:		miles	X	\$.40	=	\$	-
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### Itemize Expenses:

Total Expenses:	\$	\$	-
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Employee Signature: \_\_\_\_\_

Building Principal's Signature

**FOR OFFICE USE ONLY**

Action:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Superintendent's Signature

Exceeds maximum Allowable Amount: \_\_\_\_\_