

**Community Unit School District 308**  
**BOARD MEMBER Travel Guidelines and Procedure**  
**July 1, 2017**

***Authorization and Responsibility***

The board of education adopted policy 2:125 at the regular meeting on February 27, 2017. This policy complies with the travel Expense Control Act (TECA) that became effective January 1, 2017.

This procedure outlines the steps board members need to follow to have travel expenses estimated and approved by roll call vote at regular open meetings.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

Step 1. Fill out the BOARD MEMBER TRAVEL REQUEST FORM. This is an excel sheet found on the district website intranet on the finance tab.

Fill in only the yellow shaded sections. In the middle of the page there is the "Est this trip" column. This is where you fill in the estimates of the cost for the trip you're intending to take.

Step 2. Have the BOARD MEMBER TRAVEL REQUEST FORM attached to an action item write up for the board to approve at the board meeting designated on the form.

Step 3. Once the board has approved the estimated trip cost, the trip can be taken.

Step 4. After the trip is taken and all costs of the trip are assembled, the BOARD MEMBER TRAVEL REQUEST FORM must have the ACTUAL EXPENSES section filled in. If any of the line items exceed the maximum allowable figures in blue, you'll need to have the excess approved at the next regularly scheduled open meeting.

If no items exceed the maximum allowable, the trip form is complete and filed away.

**REIMBURSEMENTS**

Requests for reimbursements of travel-related expenses must be submitted on the Board member Travel Reimbursement Request form. All requests must be accompanied by supporting documentation.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by original receipts.

Reimbursements that may be paid by CUSD308 are detailed below.

**Community Unit School District 308**  
**Summary of Maximum Allowable Reimbursements - Effective July 1, 2017**

<b>Travel Expense</b>	<b>Maximum Allowable Reimbursement</b>
Airfare	\$500 round trip
Rail Transportation	\$300 round trip
Personal Automobile	\$500 round trip
Automobile Rental	\$450 per trip, only if less expensive than any other form of transportation
Conference Registration Fees	no limit set, but conference must relate to employee's or Board member's role within the District
Lodging	\$300 per night or conference rate if hotel is the conference or convention site
Meals Per Diem (NO receipts required) P Cards should not be used for meals	\$ 9 for breakfast \$11 for lunch \$24 for dinner
Misc. Transportation (taxi, bus, subway uber, etc.)	\$250 per trip

**FORMS:**

**BOARD MEMBER Travel Request Form** – This form is used to record the estimated trip cost and the actual trip cost. This form isn't complete until the actual trip cost section is filled in. This form is also used to obtain board approval for expenses ESTIMATED regardless of cost and to obtain a second board approval if expenses actually incurred exceed the maximum allowable.

**BOARD MEMBER Travel Reimbursement Form** – This form is used to request reimbursement for expenses

These forms are both excel sheets which can be found on the SD308 Intranet under the "Finance" tab