

1001 - Organization and Functioning of the Board

Reimbursement of Expenses In addition to compensation for meeting attendance, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Actual and necessary expenses are those that relate to functions that have been directed by, or are necessary to, the discharge of those duties. Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of MOISD.

Concerns as to the reasonableness of an expense submitted for reimbursement will be presented by the Superintendent to the Board President. If the Board President believes the submitted reimbursement exceeds the bounds of reasonableness, the reimbursement of the expense will be submitted to the Board for approval before being paid. Board members will not be reimbursed for discretionary activities, entertainment expenses, purchasing alcoholic beverage, or expenses of spouses, other family members or guests accompanying Board members in discharging their official duties or performing authorized functions. The Board may approve reimbursement for other activities upon request.

For travel expenses which include at least one overnight stay, Board members, or their designees, must submit both a pretravel authorization form detailing estimated expenses and a posttravel form detailing and verifying actual expenses. The Board must review and approve both forms prior to reimbursement.

4005 - Other Matters of Employment

Overnight Travel Reimbursement For travel expenses which include at least one overnight stay and for which an MOISD employee is entitled to reimbursement, the employee must submit both a pretravel authorization form detailing estimated expenses and a posttravel form detailing and verifying actual expenses. The Board, and/or its designee, must review and approve both forms prior to reimbursement. Reimbursement for alcoholic beverages is prohibited.

6007 - Transportation

Business Transportation The Superintendent is authorized to determine the extent to which MOISD owned vehicles may be used for official school business. Drivers of MOISD owned vehicles shall be properly licensed. The Superintendent is authorized to reimburse MOISD employees for MOISD-related travel at the rate established by the Internal Revenue Service.