

BOARD OF EDUCATION

TRAVEL BY BOARD OF EDUCATION MEMBERS

BOARD POLICY:

Members of the Board of Education are authorized to attend in-state and out-of-state activities related to their responsibilities as members of the board at the expense of the school district.

Implemental Procedures:

1. Individual board members are authorized each year to select a maximum of two (2) out-of-state activities to attend. In addition, the president of the board may authorize any board member to attend an in-or out-of state function deemed to be worthy or necessary for representation by the board. This authorization may be in excess of the two (2) activities per year stipulated above.
2. Revenue available for travel by Board of Education Members will be allocated annually and designated separately in the operational budget.
3. Expenses authorized will include transportation, lodging, subsistence, and registration costs.
4. Expenses charged by a board member to the school district will be restricted to costs needed to finance the expenses for that board member.
5. Travel arrangements for transportation will be other than first-class accommodations unless the one-way travel time exceeds an eight-hour period or other accommodations are not available.
6. Lodging accommodations will include only room, telephone, and other room service costs.
7. Food costs will be determined on the basis of three (3) meals per 24-hour period of time away from Commerce.
8. Reimbursement for usage of a private automobile driven to and from the location of a professional out-of-state activity will include

turnpike fees and mileage computed at the legal rate established by the State of Oklahoma for travel by public officials but will not exceed the air transportation cost. In-state transportation by private automobile will be reimbursed in accordance with actual mileage traveled.

9. Board members may pay personally all costs entailed and be reimbursed from school district funds or request in advance the school district to pay appropriate costs, e.g., airline fare, and be reimbursed for the remainder of the total cost.
10. Board members will be expected to follow all administrative procedures required of any Board of Education employee traveling at the expense of the school district.
11. Board members may make their own travel arrangements or ask the Superintendent's Office to complete any or all of the arrangements.

Date Approved _____

President

Vice-President

Member

Clerk

Member