

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG2
(REGULATION)

Board Travel	The members of the Houston Independent School District (HISD) Board of Education are allowed to travel at the expense of the District to the extent of the budget approved annually by the Board to meetings, functions, and activities that they determine are for a public purpose and necessary to the conduct of public schools. See References (a) and (b).
Guidelines for Reimbursement of Travel Expenses	The following guidelines will be applied to certain expenses incurred by Board members. The Board may waive these guidelines by formal action. For a list of travel costs that are budgeted separately and will not be allocated against the Board's annual travel allocation, see Reference (b).
Allowed Expenses	All travel expenditures including airfare, registration fees, mileage reimbursement, car rental, hotel charges, meal reimbursement, telephone calls, and airport parking may be reimbursed. Personal expenses will not be reimbursed. See Reference (b).
Expenses for Family Members	Only expenses of Board members may be reimbursed. Expenses for spouses, family, or anyone not a member of the Board traveling with a Board member are not reimbursable. See Reference (c).
Receipts for All Expenses	Board members must present a travel statement with receipts for all expenses. Receipts for tips, bus, taxi, or limousine must be submitted only if in excess of \$15 total for each category per trip. These receipts must bear the name of the establishment, the date, the amount of the charge or payment, and the name(s) of the Board member(s). When a receipt reflects charges or payments for persons other than Board members, those charges or payments will be noted.
Mileage	No mileage will be paid to Board members for travel where District travel is provided.
Lodging Receipts	Lodging receipts must show the rate for single occupancy plus tax that will be the maximum reimbursable amount per day for lodging, unless prior approval for other accommodations has been obtained from the Board.
Travel Cancellation	All nonrefundable costs due to cancellation of trips or additional costs associated with the change of travel arrangements will be charged to the Board member unless deemed an emergency by the Board President.
Travel in Harris County	The actual costs of meals for Board members incurred in Harris County that are related to the conduct of the public schools will be paid by the District up to \$50 per meal. Any cost in excess of the actual cost of the meal up to \$50 will be paid for by the individual Board. The President of the Board will be reimbursed for the actual cost for meals up to \$50 per person, with school officials, business

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	<p>leaders, and others, when the meal is related to the conduct of the public schools.</p> <p>No lodging fees will be paid to Board members for travel within Harris County; however, parking fees and mileage will be reimbursed for attendance at functions in connection with District-related business.</p>
Submission of Receipts	All receipts and requests for reimbursement should be submitted to the supervisor, Board Services, within 30 days of the completion of the travel.
Requests for Reimbursement	Board members must submit a travel reimbursement form, travel log, and their reimbursable receipts from the trip to the supervisor, Board Services. The supervisor, Board Services, will submit the request for reimbursement to the chief financial officer. See Reference (b), (d), and (e).
Unused Funds	Unused funds at the end of the fiscal year will revert to the District's general fund undesignated fund balance. Expenses exceeding an individual member share of the travel budget will be borne by that member individually. See Reference (b).
Reports on Board Travel	A report of each Board member's travel will be provided to the individual Board member monthly. See Reference (b).
Consultation	This regulation does not require consultation.
Maintenance responsibility	The chief of staff is responsible for maintenance of this regulation.

REFERENCES

- (a) — Board Policy BBG(LEGAL)
 - (b) — Board Policy BBG(LOCAL)
 - (c) — Attorney General's Opinion MW 93, 1979
 - (d) — Form — Houston Independent School District Board of Education In-District Travel Log
 - (e) — Form — Houston Independent School District Board of Education In-District Travel Reimbursement Form
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