Board Travel

Education-related meetings, functions, and activities of, or sponsored by, the following entities are approved for travel at the expense of the District within budgeted limits:

1. National School Boards Association (NSBA)
2. Texas Association of School Boards (TASB)
4. International Baccalaureate of North America (IBNA)
5. American Personnel and Guidance Association American Counseling Association (ACA)
6. Houston Independent School District
7. Council of the Great City Schools (CGCS)
8. Texas Business and Education Coalition (TBEC)
9. Congressional Black Caucus (CBC)
10. National Alliance of Black School Educators (NABSE)
11. Legislature-related activities in Austin
12. Texas Alliance of Black School Educators (TABSE)
13. International Reading Association (IRA)
14. Association for Supervision and Curriculum Development (ASCD)
15. American Association of School Administrators (AASA)
16. National Association for Bilingual Education (NABE)
17. Texas Association for Bilingual Education (TABE)
18. Texas Computer Education Association (TCEA)
19. American Association of School Personnel Administrators (AASPA)
20. Council for Exceptional Children (CEC)
21. National Association of Latino Elected and Appointed Officials (NALEO)
22. National Coalition of Essential Schools
23. Council of Urban Boards of Education (CUBE)
Expense Reimbursement

Travel for the Board of Education shall adhere to the following guidelines:

1. Annually, a travel budget for the Board shall be established as part of the budget planning process and shall be budgeted in the General Fund as part of the Board Services Board Trustee travel account.

2. The Board travel budget established as part of the budget planning process shall be divided equally among the Board. The travel allocation for each Board Trustee shall reimburse all out-of-District travel expenditures, including airfare, registration fees, mileage reimbursement, car rental, hotel charges, meal reimbursement, telephone calls, and airport parking. For all travel taken, Board Trustees shall file a travel statement with receipts accounting for travel amounts actually expended. The travel allocation may also be used for in-District travel expenditures.

3. All costs due to cancellation of trips, which cannot be refunded, or additional costs associated with the change of travel arrangements, shall be charged to the allocated travel budget available to each Board Trustee unless deemed an emergency by the Board President.
4. The following travel costs shall be budgeted separately and shall not be allocated against the Board’s annual travel allocation:
   
a. Travel costs incurred on trips for state and federal legislative matters;
   
b. Meetings with TEA;
   
c. Travel costs incurred in representing the District as the Board-appointed delegate representative to TASB; and
   
d. Other designated representation approved by the Board President.

5. Travel accounts shall be maintained by the Chief Financial Officer who will submit quarterly travel reports to the Board.

6. Unused funds at the end of the fiscal year shall revert to the District’s General Fund undesignated fund balance. Expenses exceeding an individual Trustee’s share of the travel budget shall be borne by that Trustee individually.

Accommodations

The District shall furnish the Board a place to hold regular and special meetings. The Board shall determine the seating arrangements, times, dates, and structure of the meetings at the first regular meeting in January of each year.

Each Trustee shall be furnished with a desk, mobile telephone, district-issued electronic device such as a tablet and/or laptop, and a gathering place to meet with others, as well as a parking space at the Central Administration Office.

The Supervisor of the Board Services Office shall report directly to the Board through the Board President on all assigned responsibilities and duties related to the functions of the Board as a governmental body.

Effective Date

This policy shall be effective as of the adoption date, September 9, 2022.