

MEMBERSHIP

0144 **Operations**
0144.11 **Reimbursement of Expenses**

Reference: MCL 380.1254; MCL 388.1764b

The Board shall pay or cause to be paid the actual and necessary expenses of its members and Educational Service Provider employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure shall be a public record and shall be made available to a person upon request.

The Board shall approve payment of an expense incurred by a Board member only if either (1) the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred, or (2) the expense is consistent with the following policy, and the Board approves the reimbursement before it is actually paid:

The following categories of expenses shall be reimbursable:

- Mileage for Board-related activities and meetings, not to exceed the then-current rate established by the Internal Revenue Service;
- Expenses of attending a Board-approved conference, including fees, parking, mileage, meals and housing
- Expenses related to purchase of printed or other materials relating to Board membership; and
- Expenses of attending a community or Academy-related event, if the individual attends as the designated representative of the Board.

The following categories of expenses shall not be reimbursable:

- Expenses of attending a community or Academy-related event, if the individual attends as a private citizen;
- Entertainment expenses; and
- The purchase of alcoholic beverages.

A voucher detailing the amount and nature of each expense must be submitted to the Academy Board for approval at a Board meeting, prior to reimbursement.

Expense Reimbursement

Employees must obtain the Administrator's advance authorization (by way of a purchase order) prior to incurring an expense on behalf of AccessPoint Educational HR. To be reimbursed for all authorized expenses, an expense report accompanied by receipts must be submitted to the Administrator for approval. Please submit the expense report each month, as you incur authorized reimbursable expenses. In order for Island City Academy to keep records and accounting accurate and current, expense reports older than three (3) months old may not be honored.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the rate of reimbursement per mile set by the Internal Revenue Service for its employees. Please submit this expense, to the Administrator, on your monthly expense report.