

### **TRAVEL AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS**

Board members may be reimbursed for itemized and documented travel expenses provided such expenses are related to the responsibilities of the board member and approved by vote of the Board of Education during regular or special sessions of the Board. The function and the cost to be reimbursed should be approved prior to the event. Board members should submit in writing TR-1 form to the Board the need for approval of the travel or expenses, the length of given travel or meeting, and related reimbursement needs.

The request should be made in time for the item to be placed on the agenda of a Board meeting held prior to the event or travel for the Board's consideration. If sufficient time to notify the Board is not available, the superintendent is hereby delegated the authority to give temporary approval.

Upon approval, the district business office shall arrange for related accommodations. Only those items for which there is itemized documentation may be reimbursed. Travel shall be reimbursed at the Internal Revenue Service (IRS) or state rate of reimbursement (see State Travel Reimbursement Act) according to mileage indicated on an Oklahoma map. An Expense Reimbursement Form shall be submitted within thirty (30) days after completion of authorized travel. Reimbursement requests shall not cover periods of more than thirty-one (31) days.

Legal References: Oklahoma Statutes 70 Section 5-117  
School Laws of Oklahoma, Section 68  
State Travel Reimbursement Act  
HB2909, 1998 Legislative Session

Cross Reference: G-05, Staff Travel and Expense Reimbursement