



**Responsible Office:** Office of the Board of Trustees & Superintendent

## **BOARD POLICY 9065**

### **BOARD OF TRUSTEES' TRAVEL AND OTHER EXPENSES**

#### **PURPOSE**

In order to provide effective leadership to a high performing school district, and to provide reform governance to the Washoe County School District, the Board of Trustees must take an active role in the community, as well as seek and obtain superior professional development. Travel expenses to carry out that objective are accorded to members of the Board of Trustees pursuant to Nevada state law

#### **POLICY**

##### **1. Budget Accounts**

- a. The Board of Trustees shall have individual budget accounts that allow for the reimbursement of travel and other expenses incurred in the performance of these duties. Individual accounts may be shared as directed by the budget transfer process. The budget account shall be allotted to the Board of Trustees at the time of the District's annual budget approval.
- b. The Board of Trustees understands and recognizes that they owe a fiduciary duty to the public to use the public funds in a responsible manner and only for travel and costs that are required for the transaction of official school business.

##### **2. Mileage Reimbursement**

- a. Mileage reimbursement shall be paid at the current rate established by the Internal Revenue Service.
- b. A Trustee shall be allowed mileage reimbursement for traveling each way between his/her home and the place where board meetings are held, and his/her living expenses necessarily incurred while in actual attendance at board meetings.
  - i. No claim for mileage and/or living expense shall be allowed or paid to a Trustee residing less than 5 miles from the place where a board meeting is held.

- c. Trustees are authorized to be reimbursed for round-trip travel expenses from a Trustee's home as required for the transaction of "official school business." "Official school business" includes, but is not limited to, the following:
    - i. Official school events and activities (e.g.: school openings, back to school events, graduations, and other school functions to which the Trustees are invited);
    - ii. Constituent meetings (e.g.: Parent Involvement Council, PTA/PTO meetings, Community Advisory Board, Neighborhood Advisory Board, Listen to Learn events, Town Hall meetings posted in accordance with Nevada Open Meeting Law);
    - iii. Board Committee and Subcommittee meetings (e.g.: Bond Oversight, School Naming, Audit Committee);
    - iv. Events sponsored by an entity in which the Board/District holds membership (e.g.: National School Boards Association; Nevada Association of School Boards, Council of Urban Boards of Education);
    - v. Official legislative and/or lobbying activity, as directed by the Board President.
3. Travel and Per Diem Expenses
- a. Travel and per diem expenses required for the transaction of official school business shall be paid to Trustees according to travel and per diem allowances authorized by law for state officers. Trustees are authorized to receive advance travel and per diem funds for official school business.
    - i. Official meetings with constituents, public officials, etc., may include meals and be reimbursed as above. Such reimbursement shall not include the purchase of alcohol.
4. Other Expenses
- a. Technology Equipment & Services
    - i. Technology equipment shall be provided to each Trustee, as needed, during the time the Trustee remains in office.
      - 1. Technology Equipment includes, but is not limited to: laptop computer, desktop computer, mobile (tablet) computer, monitor, multi-function printer, and smart phone.
    - ii. Trustees shall be reimbursed a monthly allowance for technology services costs necessary to perform their duties effectively and

efficiently. The Board of Trustees shall consider and approve a monthly allowance during the annual budget review and approval process.

1. Technology Services include, but are not limited to: cellular service and data plans associated with the use of cellular/smart phones, computers, tablets, and wireless/internet access.

b. Supplies

- i. The Board of Trustees may purchase items necessary for the transaction of official school business.

1. Supplies include, but are not limited to: printer paper and ink cartridges.

## **DEFINITIONS**

1. Members of the Board of Trustees are public officers.
  - a. "Public officer" means a person elected or appointed to a position which: is established by the Constitution or a statute of this State, or by a charter or ordinance of a political subdivision of this State; and, involves the continuous exercise, as part of the regular and permanent administration of the government, or a public power, trust or duty.

## **DESIRED OUTCOMES**

1. The Board of Trustees shall be budgeted with adequate funds to carry out their duties as the elected governing body of the Washoe County School District.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan and aligns to the governing documents of the District, to include:
  - a. SUP-P002, Board of Trustees' Travel and Other Expenses – Technology Equipment/Services and Office Supplies Procedure
  - b. Board Policy 9062, Continuous Education and Development for the Board of Trustees
  - c. A/P-M001, Purchasing Cardholder Procedures Manual
  - d. A/P-P006, Non-Routine Expenses Procedure
  - e. A/P-P013, Travel / Expense Claim Procedure
  - f. A/P-F002, Travel / Expense Claim Form

- g. A/P-F003, Mileage Reimbursement Form
- 2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. NRS Chapter 281, Public Officers and Employees, and specifically:
    - i. NRS 281.160, Persons entitled to payment for expenses; rate of allowance for travel; use of private or special use vehicles; reimbursement of weekend travel expenses; regulations
  - b. NRS Chapter 386, Local Administrative Organization, and specifically:
    - i. NRS 386.290, Subsistence and travel for trustee
    - ii. NRS 386.345, Membership in county, state and national school board associations; payment of dues, travel and subsistence for attendance at meeting of association
  - c. NRS Chapter 387, Financial Support of School System, and specifically:
    - i. NRS 387.319, Authorized travel by trustee: Payment of travel and subsistence; claims
- 3. This policy complies with the following Opinions of the Nevada Attorney General:
  - a. No. 1958-364, Education – Public Schools – Local School Organization (related to payment covering travel and living expense of school board members only for attendance at school board meetings).
  - b. No. 2000-19, Travel Expenses; Reimbursement; Counties
  - c. No. 1969-622, School Districts; Travel Expense

**REVIEW AND REPORTING**

- 1. This policy shall be reviewed annually during the development of the budget.
- 2. The implementation of this policy shall be reviewed with each newly elected Trustee.

**REVISION HISTORY**

Date	Revision	Modification
11/24/2009	1.0	Adopted
3/23/2010	2.0	Revised: removes requirement that certain expenses come from individual Trustee budget accounts

6/11/2013	3.0	Revised: Addition of Technology, Services and Office Supplies to; Deletion of "Other Expenses"
6/17/2014	3.1	Updated NRS citations
10/25/2016	4.0	Revised: removes shared budget and reverts to individual budget accounts, formerly Board Policy 9029