Board Member Expenses

Pursuant to The School Code, the School Board may advance members the anticipated reasonable expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any School Board association complying with Article 23 of The School Code; and
3. Meetings sponsored by state or national organizations in the field of public school education.

Members shall submit an itemized verified voucher showing the amount of his/her actual expenses. Receipts shall be attached to the voucher where possible. When the bill pertains to a group function, the names of participating members shall be noted on the receipt. The Board of Education shall empower the Superintendent to develop a standardized form and procedure to monitor and track all School Board member expenses. All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

No member is entitled to reimbursement for expenses incurred by any person other than a School Board member. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone’s personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

LEGAL REFERENCE: 105 ILCS 5/10, 15, and 20

Approved: December 2016