

**AMEND BOARD REPORT 01-1219-PO1
POLICY ON EXPENSE REIMBURSEMENT OF BOARD MEMBERS**

THE GENERAL COUNSEL RECOMMENDS THE FOLLOWING:

That the Chicago Board of Education adopt the amended policy on Expense Reimbursement of Board Members.

Section 1. Findings.

- a) The School Code provides that board members shall be reimbursed for expenses incurred while in the performance of their duties upon submission of a signed voucher in the case of an expense allowance evidencing the amount of such reimbursement or allowance to the president of the board for verification and approval.
- b) In connection with this provision of the School Code, it is appropriate for the Board to specify procedures to be followed for the reimbursement of expenses incurred by the Board members while in the performance of their duties.
- c) Board members typically incur, in the performance of their duties, numerous expenses for items for which an individual accounting, upon submission of a receipt, it is not possible or is cumbersome. These expenses include, without limitation, charges for telephone, transportation to and from Board activities, parking fees, purchase of journals, newspapers and other published materials relating to the schools, supplies and materials, and numerous other similar expenses incurred by the Board members in the performance of their duties. For expenses of this type, the establishment of an expense allowance in a specific determined amount is necessary and appropriate.
- d) The Board has had for many years an expense allowance for Board members. ~~This expense allowance presently is in the amount of \$300 per month and has been at this level for a number of years.~~ Since January 2002 the expense allowance has been \$700 per month for Board members and \$1000 per month for the President. This monthly expense allowance is less than the level of expenses typically incurred by the Board.
- e) In addition, Board members from time to time incur additional expenditures for which the submission of proper receipts for reimbursement is necessary and appropriate. These items include expenses incurred in connection with out-of-town travel. It is also appropriate for the Board to establish a procedure by which Board members may charge to the Board expenses incurred for necessary meals at designated places with Board employees or other persons having business or other school-related dealings with the Board.

Section 2. Expense Allowance.

Effective ~~January 1, 2002~~ March 1, 2006, the monthly expense allowance allocated to the President of the Board shall be ~~\$1,000~~ \$1,600; the monthly allocation for Board members shall be ~~\$700.00~~ \$1,000. A proper voucher shall be submitted evidencing the necessity for the expense allowance. The voucher for the expense allowances shall be submitted to the President of the Board for verification and approval.


No other accounting or receipts for particular expenses shall be required. The expense allowance shall cover all expenses incurred by a Board member while in the performance of their duties except for expenses as specified in Sections 3 or 4 of this ~~Resolution~~ Policy.

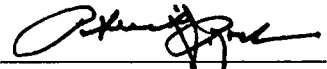
Section 3. Out-of-Town Travel.

Expenses incurred by Board members while in the performance of their duties in connection with travel outside of Chicago are in addition to any expenses included in the expense allowance described in Section 2 above. Those expenses shall be reimbursed on the basis of an accounting showing the nature of the expense and the Board-related nature of that expense and upon submission of a proper receipt. Such a request for reimbursement shall be submitted to the President of the Board for verification and approval.

Section 4. Meal Expenses.

Members may charge directly to the Board expenses for meals (not covered in Section 3 above) only as provided in this Section. All such expenses shall be limited to those necessarily incurred in the performance of their duties, shall be only for meals involving one or more members together with one or more persons who are employees of, or have business or other school-related dealings with the Board and shall only be at establishments designated as provided in this Section. Upon the approval of the President and the Vice-President of the Board, one or more establishments may be designated at which the Board shall establish accounts at which such expenses may be incurred. Any such charge shall be submitted to the Controller with appropriate documents establishing the date and amount of the charge, the persons involved and the nature of the Board business conducted during the meal. The ability to make such charges is in addition to the expense allowance referred to in Section 2. The charges made pursuant to this Section shall be regularly reviewed by the Director of Internal Audit.

Respectfully submitted, 



Patrick J. Rocks
General Counsel