

REIMBURSEMENT OF BOARD MEMBERS' EXPENSES

1. Remuneration
 - A. A member of the Hartland Board of Education (the "Board") shall receive no compensation for carrying out Board services.

2. Reimbursement
 - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
 - C. Receipts in general are required for:
 - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - (2) Meals --Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - (3) Taxi, Uber/Lyft or Bus Fare
 - (4) Parking Fees or Toll Charges (when applicable)
 - (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.
 - (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

Conn. Gen. Stat. § 10-225	Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232	Restrictions on employment of members of board of education

ADOPTED: June 28, 2023