

## **POLICIES PERTAINING TO OUR BOARD OF DIRECTORS**

### **COMPENSATION AND EXPENSES OF THE BOARD OF DIRECTORS**

#### **Compensation of the Board of Directors:**

The Board of Directors shall not be compensated for their services as board members.

#### **Expenses of the Board Members**

(a) Board members may be reimbursed from public funds for reasonable expenses incurred while traveling if the travel is authorized by the Board and/or related to board activities and necessary in the conduct of the charter schools, serves a public purpose as set forth in the applicable charters, and benefits the students of the charter schools.

(b) The Board may adopt a travel budget for each Board member for the purpose of attending Board meetings or Board committee meetings, training required under the Texas Administrative Code, or other purposes relevant to the work of the Board. Board members shall not be reimbursed for an amount exceeding their travel budget. The Superintendent or designee will provide reports to the Board on the status of travel accounts at each Board meeting. Upon findings supportive of an amendment, the Board may amend a Board member's travel budget.

(c) With the exception of their attendance at Board meetings or Board committee meetings, Board members may not conduct travel or incur travel expenses unless the Board authorizes their travel. If a Board member travels to attend a Board meeting or pursuant to Board authorization, Board members shall only be reimbursed for reasonable expenses not to exceed the maximum allowable reimbursement rates published by the Texas Comptroller of Public Accounts and United States Services Administration. Board members **may not be paid a per diem rate or travel allowance.** If the Board authorizes a travel advance to any Board member, the Board member must refund to SAPI any amount exceeding actual expenses within the 30 calendar days after receiving their expense reimbursement request.

(d) **Board members shall be reimbursed based upon a statement and original, third-party itemized receipts documenting actual expenses filed by the Board member.** Board members may be reimbursed for expenses pertaining to travel, as described above, including the use of their personal vehicle to and **from the duty point and points in between, provided that such distances are for a purpose as described above, using the most cost-effective reasonably safe route,[1] commercial transportation such as airlines and taxicabs, lodging, meals, parking and other incidentals.[2] With respect to meals, Board members are not required to provide receipts but must certify the actual expenses incurred for meals while traveling.**

(e) If the Board authorizes an advance for reasonable expenses to be incurred on a trip, the amount advanced shall include mileage, commercial transportation, lodging, meals, parking and any other reasonable predictable cost. Subsequent to the travel, **Board members shall file a statement and original, third-party itemized receipts disclosing the actual amounts expended for travel. In the event that the amount advanced exceeds the actual expenses,** the Board member shall refund the excess amount to SAPI.

Otherwise, the Board member shall be reimbursed for the actual expenses that exceed the amount advanced.

(f) Board members may not claim reimbursement for expenses pertaining to personal items such as dry cleaning, tips or gratuities of any kind and alcoholic beverages.

(g) Any amount reimbursed to a Board member that exceeds the maximum allowable reimbursement rates published by the Texas Comptroller of Public Accounts and United States General Services Administration shall be paid from local funds.

**Expenses of Others:**

The Board may not be authorized the obligation or disbursement of public funds to pay the travel expenses of a spouse or any other individual who is not employed or otherwise performing work on behalf of SAPI.

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[1] The most cost-effective reasonably safe route is a route that provides the shortest distance, the quickest drive time or the safest road conditions.

[2] Incidentals include telephone calls, facsimiles, and notary fees for official documents for a purpose as described above.

**Date Adopted: November 4, 2000**

**Last Date Amended: (Pending)**