

POLICY	2521 Adopted: August 22, 2006 Revised: June 5, 2007 School Board Governance and Operations
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SUBJECT: CONFERENCE ATTENDANCE

The Greater Southern Tier BOCES Board recognizes that in order to be fully informed, it is necessary to attend local, state and national conferences. Therefore, the Board encourages each of its members to attend such meetings as it may deem necessary. Expenses for such conferences will be borne by the BOCES except when a member fails to provide adequate notice of a cancellation. Only lodging expenses which are necessary will be reimbursed. Meal expenses will be reimbursed in accordance with the standards set by BOCES based on “*Business News*” Corporate Travel Index.

A Board member may attend a national conference with reimbursable expenses subject to the needs of the Board and BOCES organization. Training and conferences for Board members shall be approved by the Board President and the District Superintendent in keeping with the BOCES’ needs and budget allocation. Conference/workshop agendas and notes of sessions attended will be filled with the Board Clerk and be made available to Board Members upon request.

It is understood that personal expenses will not be reimbursed by BOCES. Activities that would reasonably be considered tourist activities will not be reimbursed. Further, spousal expenses must be paid directly by the Board member.

SUBJECT: COMPENSATION AND EXPENSES

Remuneration and Reimbursement

Each Board member serves the public in a trustee relationship, is elected by the component Board members, and serves without pay.

Each Board member is entitled to be reimbursed for all necessary expenses incurred in the official performance of his/her duties.

Travel Expenses and Travel Compensation

Members of the Board approved for travel by the District Superintendent, or his designee, shall be reimbursed for all necessary expenses incurred while on business for BOCES. Itemized records of expenses or receipts and requests for reimbursement must be submitted following the Board member’s return and must be accompanied by appropriate receipts. Sales tax exemption certificates should be used when appropriate within New York State.

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Expenses to be covered shall include, but not be limited to, travel and related expenses for BOCES purposes including, but not limited to, conferences and meetings approved by the Board; parking; tolls; mileage at the BOCES approved rate for the use of one's private vehicle in traveling on official BOCES business; car rental; cab, bus, rail and/or air transportation; actual cost of meals not to exceed the standards set by BOCES based on Business News Corporate Travel Index; actual cost of lodging; and other necessary expenses which are proper in the performance of a member's official duties.