

## BOARD MEMBER COMPENSATION AND EXPENSES

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Board members will be paid a stipend of \$50.00 (fifty dollars) per regular meeting of the board that each attends not to exceed \$500.00 per semester. This stipend will be paid bi-annually (January and June).

Board members may be reimbursed for expenses reasonably incurred in connection with any school business authorized by the Board. Each member will be reimbursed mileage from his/her residence to and from board meeting site for all Board meetings attended in person. Reimbursement amounts shall not exceed the maximum amounts established pursuant to 2.42.2 NMAC.

The Board may grant approval for a Board member to be reimbursed actual expenses in lieu of per diem. As identified in 2.42.2 (NMAC Public Finance, Travel and Per Diem), actual expense reimbursement for meals (per diem) is limited to a maximum of thirty dollars (\$30) per day in state and forty-five (\$45) per day out-of-state provided that the Board member submits itemized receipts for the actual expenses incurred. Reimbursement for lodging is limited to actual lodging costs provided the Board member submits itemized receipts for the actual expenses incurred. Reimbursement for lodging is limited to actual lodging costs provided the Board member submits itemized receipts for the actual expenses incurred.

Whenever possible, Board members should stay in hotels which offer government rates. Board members who incur lodging expenses in excess of \$215.00 per night (including room rate and applicable taxes), must obtain the signature of the Board President/Superintendent prior to requesting reimbursement. It is the common practice in Pojoaque Valley School District, for lodging and transportation reservations to be made and prepaid whenever practicable.

The reimbursement process for Board members will follow the same process as described for all employees in Board Policies 451, 453, and 454.

The Superintendent or designee may grant travel advances. The traveler must complete and submit required forms to receive advancement at least two weeks before the approved date for commencement of travel. The advancement will be processed at eighty percent (80%) of the total reimbursable trip cost. If a trip is not taken following advancement for such trip, all legal means will be employed to ensure proper reimbursement to the District. Upon completion of travel and presentation of complete and accurate reimbursable travel costs, in accordance with this policy, a board member may be reimbursed for the remaining twenty percent (20%) of such costs.

LEGAL REF.: 10-8-1 NMSA *et seq.*  
22-5-5 NMSA  
6.20.2.19 NMAC  
2.42.2 NMAC

CROSS REF.: Expense Authorization / Reimbursement