

# **POLICY BID**

## **Board of Education Las Cruces Public Schools**

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**Related Entries:** BID-R  
**Responsible Office:** Board of Education / Superintendent

### **BOARD MEMBER REIMBURSEMENT**

#### **I. PURPOSE**

The purpose of this policy is to establish guidelines regarding per diem or actual reimbursement of expenses for Board members.

#### **II. POSITION**

- A. Members of the Board of Education shall serve on the Board without compensation. Reimbursement (either per diem or actual) does not constitute compensation.
- B. No member of the Board of Education shall be employed in any capacity by the school district during the term of office for which the member was elected or appointed.
- C. Board members, shall receive the appropriate reimbursement for each board or committee meeting attended, or for each day spent in in the discharge of official duties as determined by the Board. A Board member may elect to receive per diem or actual reimbursement, or at his or her discretion refuse such reimbursement.
- D. Actual reimbursement shall be in compliance with the School District's travel regulations and the Reimbursement and Mileage Act and its implementing regulations, and shall include actual expenses for lodging, and actual expenses for meals not to exceed \$30 (thirty dollars) for in-state travel and \$45 (forty-five dollars) for out of state travel.
- E. Per diem reimbursement shall be in the amount of \$95.00 (ninety-five dollars) for (1) each board or committee meeting attended, or (2) for each day spent in discharge of official duties for travel within the state, but away from the Board member's home, and in the amount of \$115.00 (one hundred fifteen dollars) for out-of-state travel. Except for board or committee meetings, travel on official business shall be prorated in accordance with the School District's travel regulations and the Reimbursement and Mileage Act and its implementing regulations.
- F. If \$115.00 (one hundred fifteen) is inadequate for out-of-state travel, per diem not to exceed \$215.00 (two hundred fifteen dollars) for out-of-state travel is allowed when permitted by the Secretary of Finance and Administration.
- G. Board members must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship,

an affidavit from the Board member attesting to the expenses may be submitted for actual receipts. The affidavit must accompany the travel voucher.

- H. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

**III. REVIEW**

This Policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



9/4/18

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*Board of Education, President*

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*Date Approved*

**History:** Formerly Policy 145, Reviewed 11.18.03; revised 06.02.09, Revised 8.13.08

**Legal Reference:** §10-8-1 to 10-8-8 (1978) § 2.42.2 NMAC (2003), §22-5-5 NMSA (1978), §22-5-5(B) NMSA (1978)