



The following is the 2016-2017 Board Policy for the Reimbursement of Expenses. This policy was adopted January 26, 2017 by the Academy Board of Directors.

0144.11 Reimbursement of Expenses Reference: MCL 380.1254; MCL 388.1764b

The Board shall pay or cause to be paid the actual and necessary expenses of its members in the discharge of official duties or in the performance of functions authorized by the Board.

The expenditure shall be a public record and shall be made available to a person upon request. The Board shall approve payment of an expense incurred by a Board member only if either

(1) The Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the BOARD OF DIRECTORS BOARD OPERATING POLICY THE DA VINCI INSTITUTE 0140/page 4 of 8 © National Charter Schools Institute expense was incurred, or

(2) The expense is consistent with the following policy, and the Board approves the reimbursement before it is actually paid:

The following categories of expenses shall be reimbursable:

- Mileage for Board-related activities and meetings, not to exceed the then-current rate established by the Internal Revenue Service;
- Expenses of attending a Board-approved conference, including fees, parking, mileage, meals and housing
- Expenses related to purchase of printed or other materials relating to Board membership; and

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- Expenses of attending a community or Institute related event, if the individual attends as the designated representative of the Board. The following categories of expenses shall not be reimbursable:
- Expenses of attending a community or Institute related event, if the individual attends as a private citizen;
- Entertainment expenses; and
- The purchase of alcoholic beverages. A voucher detailing the amount and nature of each expense must be submitted to the Institute Board for approval at a Board meeting, prior to reimbursement.

**Full Policy Available by Request**

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