

1 **Great Falls School District**

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4 **THE BOARD OF TRUSTEES**

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6 Trustee Expenses

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8 Expenses for Board Members - In-District

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10 The members of the trustees of any district may not receive compensation for their services as  
11 trustees. The members of the trustees who reside over 3 miles from the trustees’ meeting place  
12 must be reimbursed at the rate as provided in 2-18-503 for every mile necessarily traveled  
13 between their residence and the meeting place and return in attending the regular and special  
14 meetings of the trustees. The travel reimbursement may be accumulated during the school fiscal  
15 year and paid at the end of the fiscal year, at the discretion of each trustee.

16  
17 A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the  
18 United States internal revenue service for the current year for the first 1,000 miles and 3 cents  
19 less per mile for all additional miles traveled within a given calendar month.

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21 A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting  
22 reimbursement for the fiscal year. The form may be obtained from the District Clerk/Business  
23 Manager.

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25 Expenses for Board Members at Out-of-District Meetings

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27 Trustees normally attend workshops, training institutes, and conferences at both the state and  
28 national level. It is appropriate that trustee expenditures at these out-of-District meetings be paid  
29 by the District. It is the intent of the District to pay all legitimate costs for trustees to attend out-  
30 of-District meetings, at the established rates for reimbursement set by the District:

- 31  
32 1. Transportation as approved by the Board;  
33 2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;  
34 3. Hotel or motel costs for trustee, as necessary;  
35 4. Food costs as necessary;  
36 5. Telephone services for necessary communications with business or family, resulting from  
37 the trustee being away from Great Falls;  
38 6. Incidental expenditures for tips and other necessary costs attributable to the trustee’s  
39 attendance at a meeting; however, the District will not reimburse or pay for such items as  
40 liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

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42 Cross Reference: 7336 Travel Allowances and Expenses  
43 Mileage reimbursement form

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45 Legal Reference: §2-18-503, MCA Mileage – allowance  
46 §20-3-311, MCA Trustee reimbursement and compensation of  
47 Secretary for joint board

48 Policy History:

49 Adopted on: July 1, 2000  
50 Revised on: November 25, 2013  
51 Revised on: November 13, 2017