

BOARD OF DIRECTORS  
MUSKEGON COVENANT ACADEMY

**Board Expense Reimbursement Policy**

The Board shall authorize payment of the actual and necessary expenses of its members and Educational Service Provider employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure, and this policy, 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 expense was incurred, or (2) the expense is consistent with the following policy, and the Board by a majority vote at an open meeting approves the reimbursement before it is actually paid.

The Board may approve the reimbursement of the following types of expenses:

- 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 (not to exceed the then-current rate established by the Internal Revenue Service) and, meals and housing;
- Expenses related to the purchase of printed or other materials relating to Board membership; and
- Expenses of attending a community or Academy-related event, if the individual attends as the designated representative of the Board rather than as a private citizen.

The following categories of expenses shall not be reimbursable:

- Expenses of attending a community or Academy-related event, if the individual attends as a private citizen;
- Entertainment expenses; and
- The purchase of alcoholic beverages.

Prior to reimbursement, a voucher detailing the amount and nature of each expense must be approved by a majority vote of the Board at an open meeting. Records of all reimbursements made under this policy must be open to the public.

This policy is adopted in compliance with MCL 380.1254 and MCL 388.1764b.