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<p>State Board Bylaw B16</p> <p>Reimbursement for Expenses</p>	<p>Created: 1979 Last Revised: 2019 Reviewed: 1984, 1999, 2006, 2012, 2019, 2021 Approved: 03/05/2021 Effective: 03/06/2021</p>	

Reimbursement for Expenses

Expenses for State Board members incurred in attending meetings or incurred in the performance of their duties as directed by the State Board of Education as provided in Sections 81-1174 to 81-1177 R.R.S. shall be paid according to rules and procedures established by the Department of Administrative Services (DAS) for state officials.

In determining proper expense items for members of the State Board of Education, the Board has adopted the following policy in compliance with Section 3 of 79-317 R.R.S.


1. Out-of-state travel and conference expenses:

Expenses incurred in attending meetings shall be construed to cover all reasonable expenses for such out-of-state meetings.

- A. Each Board member is limited to two (2) out-of-state events or conferences that serve a direct purpose associated with the State Board and/or Nebraska Department of Education per calendar year unless they are serving in a leadership role representing the State Board of Education or their expenses are covered by the National Association of State Boards of Education (NASBE) or another organization.
- B. Attendance at any out-of-state event must be approved by the Board. For any event outside the contiguous 48 states, additional justification may be required and must also be approved by the Board.

2. Reimbursement for in-state travel expenses is authorized for:

- A. Regular and special meetings of the Board.
- B. Hearings conducted before the Board and rule-making hearings conducted by a Department hearing official.
- C. Hearings of legislative committees on matters concerning the Department of Education.
- D. Meetings of advisory committees to the Board.

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E. Meetings and conferences that are Department of Education sponsored events or that are held by organizations that have a direct relationship to the work of the State Board and the Nebraska Department of Education such as: schools, school boards, administrator and teacher organizations, educational service units, postsecondary education, and organizations that serve and support children and schools.

F. Any other expense for in-state travel specifically related to Board functions.

3. Lodging expenses: Actual expenses shall be paid for lodging specifically related to Board functions. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the Nebraska Department of Education or claimed on an expense reimbursement. If claimed on an expense reimbursement, detailed receipts for lodging are required to be filed with the claim. Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Generally Board members living less than 50 miles away from a one-day meeting or event may not receive reimbursement for lodging. There may be reasons to pay for lodging for distances less than fifty (50) miles. Such reasons include, but are not limited to Board duty requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document. Regular Public meetings of the State Board of NDE or another location in Lincoln that occur over the course of two or more consecutive days, including associated committee meetings, are considered a “Board duty requirement” and reimbursement for lodging is considered authorized for Board members living inside of 50 miles from the meeting location but outside of Lancaster County.

4. Meal expenses: Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Section 81-1174 R.R.S., based on the destination of the travel, in accordance with the rules and procedures established by the DAS for state officials. Receipts are not required and should not be submitted. Board members attending one day events per this policy are approved to for one-day travel meal expenses.
5. Mileage expenses: Reimbursement for use of a personal vehicle will be at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures.
6. Air travel expenses: Air travel expenses may be reimbursed when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to “coach” fare, if such seating is available at the time of ticket purchase. For out-of-state travel, Board members may have air travel pre-paid by the Nebraska Department of Education.

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7. Reimbursement for other actual and essential expenses: Reimbursement for other actual and essential expenses is authorized for: phone, postage, car rental, and other expenses incurred in connection with statutory duties as a Board member. An itemized statement (e.g., receipts) must accompany every request for reimbursement for items equal to or greater than ten dollars (\$10.00).

8. Timeframe for submission of requests for reimbursement

In accordance with Sections 79-317(3) and 81-1174 R.R.S., Board members need to submit requests for reimbursement together with the necessary documentation to NDE staff within 45 days after the final day on which the expenses were incurred or which reimbursement is sought.

9. Reporting Expenses:

At regular meetings, the Board will receive a summary report on all Board member expenses.

10. DAS/Board Policy Review/Approval


All actual and essential expenses will be reimbursed in accordance with Board and DAS policy.

11. Publications/Equipment

Any publications or equipment purchased for Board members' use is property of the Department.

Board Action History

- 7/2/79 – Prior BBBE
(Listed 7 categories of in-state expenses, using DAS rules, and required Board approval for out-of-state expense.)
- 12/7/84 – Prior 9250 BOP
(Renumbered BBBE, no text changes.)
- 6/11/99 – Prior B7
(Contained references to NASBE meetings, meeting reports, and publications/equipment owned by NDE.)
- 9/7/06 – B7
(Changed reference to length of reports and deleted approval by Commissioner.)
- 6/3/2016 – B7
(Changed out-of-state expense reimbursement as well as in-state expense reimbursement.)
- 3/03/2017 – B7(B16)
(Reorganized Board Policy Reference Manual with new designated letters for categories of policy [P], bylaws [B] and position statements [S]. B7 is now B16)

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Board Action History (cont'd)

- 09/06/2019 – B16
(Added language regarding submitting expenses no later than 60 days after the incurrence of expense and travel related expenses should generally be within the per diem rate by GSA.)
- 03/05/2021 – B16
(Added language pursuant to LB 381 from the 2020 Legislative session regarding reimbursement for state officials.)

Cross-References

- 79-317(3) R.R.S. – Reimbursement of State Board members' expenses
- Nebraska Constitution, Article VII, Section 3.
- State Board Policy P9, Ethics/Accountability & Disclosure
- 81-1174 – 81-1177 R.R. S.