

BOARD OF DIRECTORS  
WEST MICHIGAN ACADEMY OF ARTS AND ACADEMICS

Board Policy 0144.11

**Reimbursement of Expenses**

Reference: MCL 380.1254; MCL 388.1764b

The Board shall may pay the actual and necessary expenses of incurred by its members and employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure, and the policy described below that establishes specific categories of reimbursable expenses, shall be a public record and shall be made available to a person upon request. The Board shall not approve payment of an expense incurred by a board member under this provision unless 1 or both of the following conditions are met:

- (a) The board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred.
- (b) The expense is consistent with a policy adopted by the board, by a majority vote of its members at a regular board meeting, establishing specific categories of reimbursable expenses and the board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

~~The board shall approve payment of an expense incurred by a Board member only if the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense.~~

A voucher detailing the amount and nature of each expense must be submitted to the Academy Board prior to reimbursement.

March 18, 2015

*Martin Kappeler* March 24, 2015  
Secretary / Treasurer