

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