

## **GP-18: TRAVEL AND OTHER BOARD EXPENSES**

**Adopted:** 10/11/79

**Revised:** 06/28/01; 01/24/02; 03/13/03; 11/13/03; 07/27/06  
09/06/07; 11/17/09; 11/16/10; 10/26/17

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

At the time of the annual budget approval, the Board may approve Trustees' travel for Board meetings and other travel for official school business. Travel expenses will be compensated in accordance with [NRS 386.290](#) and [NRS 387.319](#).

1. A Trustee shall be allowed his/her traveling expense for traveling each way between his/her home and the place where Board meetings are held, and his/her living expenses necessarily incurred while in actual attendance at Board meetings, however, no claim for mileage and living expense shall be allowed or paid to a Trustee residing less than five miles from the place where Board meetings are held.
2. Reimbursement for round trip travel from a Trustee's home as required for the transaction of "official school business" may not exceed the amount of \$350.00 per Trustee, each month. Exceptions may be made if a Trustee has distant rural schools within their individual trustee district. "Official school business" is defined as follows:
  - A. School events, activities, and meetings, e.g. school openings, graduations, assemblies.
  - B. Constituent meetings, e.g. PAC, CEAB, PTA/PTO meetings, Community Linkage Meetings.
  - C. Board Committee and subcommittee meetings, e.g. AZAC, Bond Oversight, School Naming.
  - D. Inspection of school facilities, including, but not limited to, new school construction, school modernization, and facility conditions.
  - E. Events sponsored by an entity in which the Board/District holds membership, including, but not limited to, NASB, NIAA, and CGSC.
  - F. Seminars, conferences, and other educational opportunities which, in the judgment of a reasonable person, would directly assist in the professional development of the individual Trustee.
  - G. Emergency travel occasioned by unanticipated official business, e.g. legislative matters, if approved by the Board President.
3. Trustees who travel under provision of paragraphs 2E, 2F, or 2G shall provide a report to the Board.

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(continued)

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4. At the beginning of each fiscal year, the Board Executive Assistant, after allocating funds for estimated travel expenses required under paragraphs 1 and 2A through 2E, above, and in consultation with the Board President, will calculate the pro rata share of travel funds available to each Trustee for official school business. Each Trustee may, at his/her discretion, informally agree to transfer to another Trustee a portion of his/her pro rata funds necessary to allow official school business travel in excess of the pro rata share. Any agreed transfers will be reported to the Board by the receiver at a Board meeting.
5. Travel and per diem expense required for the transaction of official school business shall be paid to Trustees according to travel and per diem allowances authorized by law for state officers. Trustees are authorized to receive advance travel and per diem funds for official school business. Trustees may not be paid or reimbursed expenses incurred in the course of non-district business, or to oppose an official position of the Board.