

Centerville Township Policy for Continuing Education, Meeting Attendance,  
Travel Reimbursement for the Members of the Board of Trustees

1. Members of the Board of Trustees may ask, or be asked, to attend continuing education conferences, meetings, and community events as part of their duties.
2. Attendance at conferences, meetings, and community events are understood to be part of the expected duties of the Supervisor, Clerk and Treasurer. The time for these activities is accounted for when their salaries are determined annually.
3. Attendance at conferences and community events by the two elected Trustees, when acting in their official capacity as members of the Board of Trustees, will be compensated at the meeting per diem rate determined annually.
  - A) Compensation for attending a conference or event requires approval of the Board of Trustees.
4. Board of Trustees members will be reimbursed the cost of approved conference fees. Fees of more than \$150.00 require pre-approval of the Board of Trustees.
5. Expenses incurred while traveling for activities covered by this policy will be reimbursed based on IRS guidelines.
  - A) Mileage will be at the IRS annual rate for miles driven outside the township.
    - a) Mileage for local travel by the Supervisor, Clerk and Treasurer when acting in their official capacity does not require Board of Trustees approval.
    - b) Mileage costs incurred by the two elected Trustees does require approval by the Board of Trustees before being reimbursed.
  - B) Meals and Incidental expenses incurred in overnight travel will be reimbursed up to a maximum amount established annually by the Board of Trustees.
    - a) Meal and Incidental expenses must be documented with receipts.
    - b) Alcohol purchases will not be reimbursed.
    - c) The current year's General Services Administration standard rates for Michigan will be used to determine the amount for the expense maximum.
  - C) Lodging expenses incurred in overnight travel will be reimbursed up to a maximum amount established annually by the Board of Trustees.
    - a) Lodging expenses must be documented with receipts.
    - b) The current year's General Services Administration standard rates for Michigan will be used to determine the amount for the expense maximum.
  - D) Approval by the Board of Trustees for air, bus, or train travel will be made on a case by case basis.

Schwantes moves to adopt the Centerville Township Policy for Continuing Education, Meeting Attendance, Travel Reimbursement for the Members of the Board of Trustees

Seconded by: Schaub Vote: 5-0

Vote: Schwantes \_\_\_\_\_ Wurm \_\_\_\_\_ Pleva \_\_\_\_\_ Hubbell \_\_\_\_\_ Schaub \_\_\_\_\_

Date: 8-14-2019