

STATE BOARD OF EDUCATION BUDGET GUIDELINES AND GENERAL RULES FOR REIMBURSEMENT

Code **BBBE-E**

Issued

Revised **8/6/96:4/9/97:**
6/14/06: 3/10/20

Agenda Posting

The Tuesday prior to the State Board Committee and Full Board meetings, the agendas and items will be posted on the [State Board of Education web pages](#). If any items are not ADA Compliant for publication on the web pages, the documents will be e-mailed. The board members will receive notification from the administrative assistant that the SBE web pages have been posted for viewing.

Room Rental

Meeting rooms are to be obtained without cost whenever possible.

Travel Reimbursement

All overnight travel, other than regular Board meetings or hearings must be pre-approved by the Board Chair. All convention expenses must receive prior approval of the Board Chair.

Explanation: *When planning on attending a conference or meeting other than a regularly scheduled Board meeting or hearing, contact the administrative specialist for the State Board and explain the proposed travel arrangements. The administrative assistant will then calculate the appropriate cost of the conference or meeting and contact the Board Chair for approval. The administrative assistant will then notify the Board member of the approval.*

Meals

Meals may be reimbursed as to the State's meal allowance when traveling on official State Board of Education business. These expenditures must comply with the schedule and time limits shown below. Meal reimbursement rates are subject to change.

MEALS	DEPART BEFORE	RETURN AFTER	IN STATE	OUT-OF- STATE
Breakfast	6:30 AM	11:00 AM	\$8.00	\$10.00
Lunch	11:00 AM	1:30 PM	\$10.00	\$15.00
Supper	5:15 PM	8:30 PM	\$17.00	\$25.00
Daily Maximum Allowance			\$35.00	\$50.00

Mileage

State Board of Education members are reimbursed in accordance with the state approved mileage rate.

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Lodging

Lodging shall be reimbursed for actual expenses incurred upon presentation of a paid, "ZERO BALANCE" receipt, with the exception of lodging in Columbia, South Carolina. Lodging in Columbia shall be reimbursed **up to a maximum of \$113.00 per night, including tax**. The government rate should be obtained at all hotels, when available.

Per Diem

SECTION 59-5-30. Compensation of members.

The members of the Board shall receive as compensation a per diem and mileage as is provided for members of the General Assembly.