Policy Statement
Relating to Expenses of Members
of the Board of Trustees
of Northern Illinois University

For purposes of clarity and understanding, it is appropriate to articulate practical principles that will govern certain internal matters of the Board of Trustees of Northern Illinois University. The Northern Illinois University Law provides that Members of the Board of Trustees “shall be entitled to reasonable amounts of expenses necessarily incurred in the performance of their duties. Such expenses incurred by the student member may at the discretion of the Chairman of the Board be provided for by advance payment to the student member, who shall account therefor to the Board immediately after each meeting” (110 ILCS 685/30-20). The University President will designate a staff member to handle Trustee expense accounting and administration.

Receipted expenses that qualify for routine payment will include travel, taxis, lodging, meals and other reasonable ancillary expenses such as telecommunications, postage or document delivery services, while attending or preparing to attend regular or special Board meetings, committee meetings of the Board, associational meetings related to Board service including seminars and annual conventions, meetings with other Trustees, meetings with University officers, meetings of the Illinois Board of Higher Education, or official functions of the University or some department of the University. This is not intended to be regarded as an exhaustive list, but one that is illustrative. Travel and lodging expenses of a spouse or personal companion may be reimbursed when a scheduled social function is associated with the meeting. Expenses for alcoholic beverages are always to be regarded as personal and not reimbursable from public funds.

The University will pay receipted expenses for participation in meetings and activities of university governing board associations. Association of Governing Board membership dues and subscription expenses for higher education publications related to governance responsibilities will be paid directly by the University.

When invited to participate in special events sponsored by the University or one of its departments, Trustees may accept discounted or complimentary admissions, transportation, lodging and meals for themselves and a companion to the extent they offer such amenities as a part of the written invitation to participate. These invitations should primarily be for the benefit of the University. Trustees may accept invitations to accompany University athletic teams to out-of-town competitions and related activities as members of the University’s “official party.” Invitations may also be appropriate for observing nonathletic intercollegiate competitions; music, drama or other performing artists; fine art showings; lectures or demonstrations; and other University-related activities or official functions.

If questions or uncertainties arise about reimbursement for unusual or unique purposes or specific allowable amounts, the Chair of the Board or the Executive Committee, as applicable, is authorized to decide the appropriateness of such reimbursements. Current reimbursement standards for University employees as set by the State Travel Control Board may be a nonbinding resource for determinations of reasonableness.

APPROVED by action of the Board of Trustees, January 3, 1996.