

<b>3600</b>	<b><i>Reimbursement of Expenses</i></b>	<b><i>MCL 380.1254</i></b>
	<p>To the extent permitted by the Michigan Revised School Code, Henry Ford Academy may pay the actual and necessary expenses incurred by its Directors and employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditure shall be a public record and shall be made available to a person upon request.</p> <p>In order for a Director to be reimbursed under this policy, 1 or both of the following conditions must be met:</p> <p>(a) The Board, by a majority vote of its members at an open meeting, approves reimbursement of the specific expense before the expense was incurred; and</p> <p>(b) The expense is consistent with this policy, and is approved by the Board at an open meeting before it is actually paid.</p> <p>Henry Ford Academy shall not provide, allow, or obtain credit cards for, issue credit cards to, or provide to a Director a debit card or similar instrument that pledges payment of funds from Henry Ford Academy account except in compliance with law.</p> <p>Except as provided herein, all expenses reimbursed to employees or, subject to the above, Directors, must be supported by receipts detailing the expense and the purpose, must be endorsed by the Principal or Treasurer as necessary and reasonable. Tips of less than \$5.00 and mileage need not be supported by receipts. Mileage will be reimbursed at the IRS recognized in effect at the time of payment. All expense reimbursements in excess of \$100.00 in the aggregate must be approved by the Board of Directors during an open session meeting prior to payment.</p>	