

B.3.4 (Policy) Board Member Reimbursement and Expenses

Responsible Department: Office of the Chancellor, Legal Services

Board Adoption: 8-18-09

Last Board Action: 1-22-13, 2-21-2026

Reviewed: 2-9-18

Board members shall not receive any remuneration or emolument of office. Expenses incurred for conducting official Alamo Colleges District business may be covered through reimbursement or use of a District procurement card.

Use of Procurement Card

Elected trustees may request a procurement card (PCARD) for conducting official Alamo Colleges District business, including, but not limited to, meals, transportation, and travel-related expenses.

Trustees must adhere to all PCARD guidelines, as listed in C.1.5.3 (Procedure) Procurement Card Purchases. The Board Liaison will reconcile all charges on the PCARDS on behalf of Trustees.

Failure to adhere to guidelines, including submitting receipts or documentation within the requested time frame, may result in suspension of the PCARD. PCARDS may not be reactivated until all transactions have been resolved. If a PCARD is suspended, Trustees may use their personal card for expenses incurred in conducting Board business and submit for reimbursement.

Student trustees and alternate student trustees may receive a PCARD at the approval of the Board chair. Upon completion of the student trustee's and alternate student trustee's specified term, PCARDS will be returned to the PCARD administrator via the Board Liaison for cancellation.

Reimbursement for Board Business (non-travel)

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business, including but not limited to the following:

1. When a Board member attends a College District Board meeting or other meeting as an official representative of the Board using the Board member's personal automobile, mileage expense shall be reimbursed at the prevailing approved reimbursement rate for employees.
 - For reimbursement for College District Board meetings attended using the Board member's personal automobile, the Board Liaison shall submit a list of the meetings attended with the date of each meeting.
 - For reimbursement for other meetings attended as an official representative of the Board using the Board member's personal automobile, the Board member shall submit a list to the Board Liaison monthly, within 14 days of the end of the month, of such meetings attended with the date, location and purpose of each meeting.

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- For Trustees who do not utilize a personal automobile or may require transportation accommodation, local ground transportation costs, including but not limited to Uber, Lyft, taxi, or bus, may be charged on a PCARD or reimbursed to the Trustee using personal payment methods. Itemized receipts are required.
- 2. Board members shall be reimbursed for actual charges paid for parking necessary for attendance at a College District Board meeting or other meeting as an official representative of the Board. For reimbursement of parking charges, the Board member shall submit the receipts for parking charges with a list of the meeting date, location and purpose of each meeting.
- 3. Board members shall be reimbursed for reasonable actual expense for meals at which College District business is conducted. For reimbursement of such expenses, the Board member shall submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed.

Details on Trustee reimbursement for travel-related expenses are listed in Policy B.3.5 Board Member Conventions, Conferences, and Workshops.

Use of College District Communication Equipment by Board Members

It is in the best interest of the College District to facilitate the means for effective and efficient communication between the College District and its Board of Trustees. To support and maintain this effort for the purpose of conducting such business, Board members are authorized to receive and use College District communication equipment, as well as supplies necessary or incidental for its operation and use. Such equipment may include, but is not limited to, telephone equipment, answering machines, fax machines, computer hardware and software, scanners, and equipment ancillary to the foregoing. The College District will also provide technology support, high-speed internet service and/or fax lines.

Upon leaving office, Board members shall return such equipment and supplies to the College District. The College District shall inventory equipment in the possession of Board members on an annual basis. Materials and communications produced, received or distributed with the use of College District equipment are subject to all applicable terms and conditions set forth by the Texas Public Information Act.

The College District permits Board members to make incidental personal use of College District communication equipment, so long as such use:

1. Imposes no additional cost to the College District;
2. Is not harmful to the College District;
3. Is not for private commercial purposes;
4. Does not result in unauthorized software or digital media being installed in, or downloaded to, College District equipment; and

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5. Does not result in the violation of copyright laws or software licenses or other state and federal laws governing the use of communication equipment.

As is the case for College District employees, Board members have no expectation of privacy when using College District communication technology.

If a trustee chooses to utilize District equipment, it is important to realize that there are restrictions on the trustee's use of the equipment under Texas law, including, without limitation Texas Penal Code §39.02(a)(2) and Texas Election Code §255.003. Violation of these restrictions could result in criminal penalties for misuse.

Board members who choose not to receive and use College District communication equipment may use their own communication equipment and receive reimbursement for direct expenses of operating the communication equipment for conducting College District business. The College District will provide technology support only for communication equipment that conforms to College District Information Technology standards.

To the extent that Board members use their personal communication equipment to conduct College District business, Board members have no expectation of privacy. They retain the expectation of privacy with respect to the use of their own personal communication equipment for non-College District purposes. In the event of a Public Information Act request seeking information resident on or sent to or from a Board member's personal communication equipment, the College District shall inform the Board member within two business days after receiving the request and cooperate with the Board member in seeking an Opinion of the Attorney General if, in the opinion of the Board member and the College District's counsel, that is appropriate.

Personal use of the services of College District personnel is prohibited for all College District Board members and employees (for employees, see [C.2.7.1](#)). In such cases the College District may refer the matter to the Bexar County District Attorney for criminal investigation and prosecution.

Legal Reference - TACC Policy Reference Manual

BBG(LEGAL) - Board Members: Compensation and Expenses
