

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ELECTION EXPENSE REIMBURSEMENT

Local school districts, intermediate school districts and community college districts are required to reimburse any expenses incurred by a county, city, or township when conducting a regular or special election on behalf of the district. If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the local school district, intermediate school district or community college district is responsible for any added costs attributable to the conduct of the district's regular or special election. If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdictions involved, the district is responsible for 100% of the costs attributable to the conduct of the district's regular or special election. (MCL 168.315 as amended under PA302 of 2003.)

REIMBURSEMENT PROCEDURE

To initiate the reimbursement process, the county and local jurisdictions are required to provide the school board with "a verified account of actual costs" associated with the conduct of the district's regular or special election no later than the 84th day after the date of the election. Upon the receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days.

REQUESTING REVIEW OF DISAPPROVED COSTS

Upon the request of a county, city, or township, the school board is required to review any disapproved costs with the county, city, or township.

REIMBURSEMENT STANDARDS

When preparing reimbursement requests for the conduct of school district elections, counties and local jurisdictions must observe the standards established by the Department of State under MCL 168.487 for the reimbursement of costs associated with the conduct of statewide special elections. MCL 168.487 stipulates that reimbursable costs do not include the "salaries of permanent local officials" or the "cost of reusable supplies and equipment."

REIMBURSEMENT CLAIM FORM

A suggested reimbursement claim form is available on the Department of State's website www.michigan.gov/sos.

EXAMPLES OF REIMBURSABLE COSTS

The following lists a variety of election related costs which can be claimed for reimbursement:

1. Costs associated with the production of ballots.
2. Rental charges for buildings used to establish polling places.
3. The cost of supplies and postage.
4. Fees for janitorial services.
5. The cost of publishing close of registration and election notices.
6. Travel and transportation expenses associated with the election.
7. Fees for equipment rentals.
8. Wages or per diem payments made to canvassers, precinct inspectors, and temporary employees.
9. Election overtime or extra compensation paid to regular employees or officials for handling the school district's election if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
10. Any other miscellaneous expenses associated with the election.

EXAMPLES OF COSTS WHICH ARE NOT REIMBURSABLE

The following lists several costs which cannot be claimed for reimbursement:

1. Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and "additional compensation").
2. The cost of new equipment (capital outlay).
3. The cost of reusable supplies or equipment.

Approved—Administrative Committee
March 10, 1981
Reviewed—Cabinet
October 14, 1996
Proposed to Cabinet
October 18, 2005
March 10, 1981
Reviewed—Cabinet
October 14, 1996
Proposed to Cabinet
October 18, 2005
Reviewed—VP and CFO
August 1, 2019