

## **214 TRAVEL BY BOARD OF EDUCATION MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to establish controls and reimbursement requirements relating to travel by Board members.

### **II. GENERAL STATEMENT OF POLICY**

Board members have an obligation to become informed on the proper duties and functions of a Board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as Board members. Occasionally, it may be appropriate for Board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel both inside and outside the state is appropriate when the Board finds it proper for Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to regional or national meetings of the National Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre approved by the Board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the Business Office. Original receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the Board of Education's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The Executive Director of Business Services shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director of Business Services shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

### ***Legal References:***

Minn. Stat. § 123B.09, Subd. 2 (Board Member Training)

Minn. Stat. § 471.661 (Out-of-State Travel)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)