

DISTRICT CODE: 214

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

The purpose of this policy is to monitor out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

School Board members have an obligation to become informed on the duties and functions of a School 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 related to their functions as School Board members. Occasionally, it may be appropriate for School Board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate for School Board members to acquire knowledge and information necessary to carry out their responsibilities. Travel to out-of-state meetings for which the member intends to seek reimbursement from the School District must be approved by the School Board prior to registration and must fall within School Board budgeted amounts.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking, tips, business related phone calls, and other reasonable and necessary School District-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized and submitted to the Board Chair. The Chair and the Board Treasurer will review all receipts and submit appropriate expenses for reimbursement. Should the reimbursement request be submitted by the Chairperson or the Treasurer, two Board Directors will review and submit the request to avoid any potential

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conflict of interest. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses-including itemized receipts for all food and meal purchases-must be attached to the reimbursement request. The total meal reimbursement is subject to the maximum as established in Policy 455-R.

- B. Automobile travel shall be reimbursed at the IRS mileage rate. 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 School Board's approved budget allocations.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Superintendent or appointed designee shall develop a schedule of reimbursement rates for School District business expenses, including those expenses requiring advance approval and specific rates of reimbursement. Approved conference expenses shall be paid by the School District upon proper evidence of expenses in accordance with rules and regulations 455-R.

VII. ANNUAL REVIEW

This policy must be annually reviewed by the School Board.

Adopted: October 5, 2006

Revised: March 19, 2009, January 9, 2014, September 3, 2015

Reviewed: February 18, 2010, October 18, 2011, April 9, 2013, May 22, 2014,
September 22, 2016, September 19, 2017, September 25, 2018,
September 3, 2019