

# Eden Prairie School Board Expense Procedure

## **I. PURPOSE**

This procedure outlines the acceptable uses of public funds in relation to school board member mileage reimbursement, and meals, not related to out-of-state travel.

It is the responsibility of school board members to use public funds responsibly and only when necessary when conducting school board work outside of school district boundaries.

## **II. MILEAGE REIMBURSEMENT**

Reimbursable mileage is the travel a school board Member would incur in their personal vehicle for out of town travel to and from school board related business meetings, educational conferences, association meetings, and other school district functions relating to the business of the school board. Personal travel within district boundaries would not be eligible for reimbursement.

The use of a personally owned vehicle will be reimbursed at the current Internal Revenue Service Standard Mileage Rate the year in which the travel was incurred.

## **III. MEAL REIMBURSEMENT**

In state meals will only be reimbursable when they occur outside a 50-mile radius of school district boundaries and are associated with an official school business overnight stay. Meal reimbursements will only apply to meals not included in the eligible in-state event being attended. Alcoholic beverages are not eligible for reimbursement at any time. Eligible meal reimbursement will be limited to \$30 per meal and a total of \$60.00 per person, per day and must correspond to a School District Board related activity/event.

## **IV. REIMBURSEMENT PROCEDURES**

Requests for reimbursement must be itemized on the official school district form and submitted to the Superintendent's executive assistant. The school board treasurer will review submitted board expenses for compliance and bring any questionable expenses to the board member in question and if unable to be resolved the full board for discussion and approval.