

Faribault Public Schools
Faribault, MN

Board of Education
Series 200

Travel by School Board Members
Policy No. 214

I. PURPOSE

The purpose of this policy is to control 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 proper 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 that relate 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 when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School 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 preapproved by the school 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 designated administrator. 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 school board. 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, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Date of Adoption: October 18, 2010

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School 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)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Guidelines Governing Travel and Expenses for Policy 214

1. **AIR TRAVEL**
Travelers should arrange for the most economical airfare available consistent with circumstances. The District will pay up to coach fare only. All receipts and ticket stubs shall be attached to the Travel and Expense Voucher.
2. **AUTOMOBILE**
The District will reimburse travelers at the federal reimbursement rate. In the event of out-of-state travel, the total cost of mileage should not exceed the cost of coach airfare.
3. **HOTEL**
The District will pay for the single occupancy cost of lodging for trainings and workshops related to appropriate school board functions when lodging is more efficient than commuting. Costs incurred for a traveler arriving earlier than necessary or staying later are not reimbursable.
4. **MEALS**
Authorized travelers will be reimbursed for reasonable expenditures for meals while attending conferences. Alcoholic beverages are excluded. Expenses for meal will be reimbursed up to \$52.00 per day or actual cost. For individual meals, the following guidelines should be used:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$25.00

Exceptions to these guidelines should include a written explanation and receipts. Reimbursement for meals may include the tip, provided it does not exceed 15%.
5. **RENTAL CARS**
Rental cars will only approved if alternative transportation is not adequate. Reimbursement will be limited to the time spent on school business.
6. **MISCELLANEOUS**
Charges for other travel-related expenses will be reimbursed with proper receipts and explanations. Examples of this include taxis, parking, and telephone calls.
7. **RECEIPTS**
The expense voucher cannot be processed unless it is signed and dated by the traveler and the necessary receipts are attached.

March, 2009
Date of Revision

October 11, 2011
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