

School Board

Out-of-State Travel by School Board Members

I. Purpose

This policy regulates 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 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 and 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 outside the state is appropriate when the school 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 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 will be preapproved 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 designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel is reimbursed at the mileage rate set by the school board. Commercial transportation will reflect economy fares and will be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed must be within the board's approved budget allocations, including attendance at workshops and conventions.

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. No. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross Reference:

Policy 212 (School Board Member Development)

Policy

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INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota