



## **412 TRAVEL AND EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to reimburse employee travel expenses incurred as authorized by the Superintendent or designee related to travel while in attendance at or traveling to and from conferences or conventions or while engaged in other travel in accordance with district policy.

### **II. AUTHORIZATION**

All school district travel business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include air travel, lodging, mileage, commercial transportation, meals, and other reasonable and necessary school district business-related expenses.

### **III. REIMBURSEMENT**

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Itemized receipts for air travel, lodging, mileage, commercial transportation, meals and other reasonable and necessary expenses must be attached to the reimbursement form.

### **IV. MILEAGE**

The mileage rate will be determined by the Superintendent/designee, using the current established IRS rate as a guide. Mileage reimbursement will be based on actual miles traveled, less the normal commuting distance of the employee.

### **V. AIRLINE TRAVEL CREDIT**

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit. **The district must be reimbursed for any such credit or benefit earned at a rate determined by the Superintendent/designee.**

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
  - C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

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

The Superintendent/designee 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/designee shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## **VII. DISTRICT CREDIT CARD PROGRAM**

Employees who are approved cardholders of the district's credit card program may use the district credit card to pay for the above conference and convention related costs **as allowed per district guidelines**. The employee must obtain proper supporting documentation as described above. Any expenses not approved and charged to the district credit card will result in the employee reimbursing the district for those costs as described in Policy 710–District Credit Card Program.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
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)  
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

**POLICY ADOPTED:** May 24, 2007

**POLICY REVIEWED:** August 2013, September 15, 2016

**POLICY REVISED:** September 26, 2013