

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 226 – Out-of-State Travel School Board

1.0 Purpose

The purpose of this policy is to provide direction for out-of-state travel by school board members as required by law.

2.0 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 state, federal, 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.

3.0 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. Approval of the school board will be required if board members travel to other out-of-state meetings and request reimbursement from the school district for expenses.

4.0 Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district related expenses. All requests for reimbursement will be processed in accordance with district accounting procedures.

Adopted: 10/25/16
Reviewed: 1/10/17
1/9/18
1/8/19