



A World-Class Community of Learners

Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.

412 Expense Reimbursement

I. PURPOSE

It shall be the policy of Fridley, Independent School District #14 to reimburse employees and others for expenses that have been authorized and approved in advance for the purpose of conducting business on behalf of the district.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation-related costs, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district business-related expenses. It is expected that transportation expenses will be minimized by utilizing vehicles that are owned and operated by the district when appropriate.

III. 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 Internal Revenue Service. Mileage will be based on distances from current maps by utilizing a direct and reasonable route to the destination. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.
- C. All expense claims must be documented to be eligible for reimbursement and be submitted to the Business Office within 60 days of occurrence. Expense claims reimbursable by grants shall be submitted to the Business Office within the lesser of 60 days of occurrence or 5 business days prior to the final grant submission. Once the fiscal year books are closed, expense reimbursements will no longer be valid.

IV. 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.
 - a. 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.



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- b. 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.

V. CLINICS, WORKSHOPS, AND CONFERENCES

Staff members participating in clinics, workshops, and conferences pertaining to their employment shall follow the following guidelines:

- A. Any staff member desiring to attend a clinic, workshop, or conference shall obtain prior approval from the supervising administrator.

- B. Expenses for attendance at approved Minnesota clinics, workshops, and conferences shall be paid by the School District. Expenses would include meals and lodging (if more than 35 miles from school) according to the following plan:
 - 1) Two-day clinic, workshop, or conference – one nights lodging
 - 2) Three-day clinic, workshop, or conference – two nights lodging
 - 3) Expenses for meals shall be paid on a per diem basis according to the Minnesota Department of Management and Budget Commissioner’s Plan.

When breakfast, lunch, or dinner is included with the clinic, workshop, or conference, the District’s daily meal allowance will be reduced accordingly.

- 1) Mileage will be paid for traveling to the site of the meeting and return, if a school vehicle is not available.
- 2) State High School League meets and events, where local students are not directly involved, are not considered a clinic, workshop, or conference.
- 3) When more than one staff member attends the same clinic, workshop or conference, expenses are to be shared by those attending, such as room, transportation, etc., where it is deemed practical.
- 4) Receipts must accompany all claims for reimbursement.



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Legal References:

Minn. Stat. § 471.665 (Mileage Allowances)

School Board Action:

Adopted as Policy 10.205 April 18, 1998

Revised as Policy 412 June 17, 1998

Revised April 18, 2006

Revised March 18, 2008

Revised December 19, 2017

Revised March 21, 2023

Annual Review:

<u>Month</u>	<u>Year</u>	<u>Notes</u>
June	2022	Reviewed / No changes
March	2023	Reviewed / Revised