# THIEF RIVER FALLS PUBLIC SCHOOLS

## 751 TRAVEL POLICY

### I. CLAIMS FOR REIMBURSEMENT

A. This policy applies to all staff on the payroll of District #564 and those individuals authorized by school board action to be compensated for mileage or other travel costs in the conduct of school district business.

Travel vouchers must be properly completed and include all information requested and be signed by the claimant and approved by Supervisor. Any incomplete vouchers will be returned to employee for completion. Travel vouchers must be submitted to the business office prior to receiving payment. Reimbursements received by the 1$^{st}$ will be paid on the 15$^{th}$ and if received by the 15$^{th}$ will be paid on the last day of the month. Reimbursements will be processed through payroll as either a taxable or nontaxable payment according to Internal Revenue Service guidelines.

B. The following guidelines will apply to personnel making claims for travel expenses and mileage.

1. Air transportation, cab, hotel or motel, parking and **<u>original</u> itemized meal receipts must be attached** to reimbursement claim forms if claimant is to receive reimbursement. The amount claimed for reimbursement may not exceed that which is actually spent.

2. In all matters of travel reimbursement the District retains the authority to make adjustments in reimbursements and her/his actions are not considered precedent setting.

3. <u>Lodging Reimbursement</u>: The actual cost of lodging will be reimbursed. When more than one district personnel is traveling for the district, two people are encouraged but not required to share a room. Any pre-conference lodging less than 1.5 hours from Thief River Falls and all post conference lodging must be pre-approved by the Superintendent or his/her designee. Staff are responsible for making their own reservations. Due to scarce resources all staff are encouraged to acquire the best available room rates.

4. <u>Meal Reimbursement</u>: Reimbursement for breakfast may be claimed for the day staff members leave the district if departure time is prior to 5:00 a.m. Dinner reimbursement may not be claimed unless the time of return, excluding the time spent dining, is after 7:00 p.m. In order to qualify for meal reimbursement, employee must be out of the district for at least four hours.

5. Meal reimbursements for day trips are taxable income. Meal reimbursements involving overnight travel will be paid as nontaxable income according to IRS guidelines. Only one receipt **(<u>must be an itemized original</u>)** per meal is allowable for reimbursement. **If you go to multiple locations to pick up beverage, food and dessert you will only be reimbursed for one receipt-even if the combined total is under the meal maximum.**

6. The following are the maximum amounts that will be approved for meals including tax and gratuity (up to 15%). The district will pay the lesser of the maximum or the amount of the receipt. **Alcoholic beverages are not an allowable expense.**

| Meal | Rate |
|---|---|
| Breakfast | $ 8.00 |
| Lunch | $ 13.00 |
| Dinner | $ 22.00 |

7. Airline Travel: Whenever district funds are used to purchase airline tickets, any frequent flyer credits must be reported to the Business Office within ninety days of receipt. Reports 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.

8. 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.

## II. TRAVEL REQUESTS

A. All travel outside of Minnesota or North Dakota must be preapproved by the Superintendent or designee.

B. Due to insurance requirements a leave request must be submitted through administrative channels for all over night, out-of-district travel.

## III. USE OF SCHOOL TRANSPORTATION

A. Cell phone use (Talking or Texting) is prohibited for staff driving a school vehicle.

B. Superintendent approval is required to transport non-school employees or family members. A Class III Certification is required to transport any minor in a school district vehicle. Non-employees are not allowed to drive the vehicle. Employees are not allowed passengers (personal guests/family members) if they take the place of another school employee going to the same location.

C. Staff traveling on school district business are encouraged to request school vehicle by submitting a request form to Transportation.

D. If a school vehicle is NOT AVAILABLE, you may use your personal vehicle and you will be reimbursed mileage at the IRS approved mileage rate which will be charged against the appropriate department or committee fund. **A COPY OF THE TRANSPORTATION REQUEST FORM INDICATING A SCHOOL VEHICLE IS NOT AVAILABLE MUST ACCOMPANY REIMBURSEMENT REQUEST.**

E. If a school vehicle is available and you choose to use your personal vehicle anyway, you will be reimbursed mileage at the current transportation mileage chargeback rate. Use of your personal vehicle must be pre-approved by your supervisor. Mileage for **ONLY ONE** vehicle will be reimbursed unless the number of employees exceeds vehicle capacity. (i. e. state tournaments)

F. In making claims for out-of-town travel, the mileage chart attached to this policy must be used. If mileage exceeds the mileage listed, an explanation must be included with the reimbursement request.

G. The Transportation Department has authority to coordinate all trips if two or more staff travel to the same location. {section moved up to E}

## IV. TRAVEL WITHIN THE DISTRICT ON DUTY ASSIGNMENTS

A. When the assignment of a staff member requires day-to-day travel within the district, they will be reimbursed at the IRS approved rate. That rate is available on the IRS website

B. Staff members traveling within the district will record mileage on district forms that may be obtained from the Business Office. These forms will serve as the basis of reimbursement and shall be forwarded to the business office through administrative channels. See Appendix A for mileage amounts.

C. Employees will not be paid mileage back home or back to their home school at the end of the teaching day. Mileage reimbursement shall be from worksite to worksite only.

***Legal References:*** Minn. Stat. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**Board Adopted**: 08/2011
**Board Revised**: 03/2019
**Scheduled Review**: 03/2022

## 751 TRAVEL POLICY

APPENDIX A
INTER-DISTRICT TRAVEL CHART
1-WAY

| | DSC | LHS | FMS | CES | NSWC/LEC | BORDER | NORTHERN | PATHFINDERS | NCTC | USPS | KTRF | BW | SOO LINE | REA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DSC | -- | 0.3 | 1.1 | 2.5 | 0.2 | 1.3 | 0.4 | 1.0 | 1.3 | 0.3 | 1.2 | 1.3 | 1.2 | 0.9 |
| LHS | 0.3 | -- | 1.1 | 2.5 | -- | 1.2 | 0.3 | 0.9 | 1.3 | 0.3 | 1.2 | 1.2 | 1.1 | 0.7 |
| FMS | 1.1 | 1.1 | -- | 2.9 | 1.0 | 0.3 | 1.0 | 1.4 | 1.6 | 1.0 | 2.0 | 2.1 | 2.1 | 1.7 |
| CES | 2.5 | 2.5 | 2.9 | -- | 2.3 | 2.6 | 2.4 | 3.1 | 3.5 | 2.4 | 3.4 | 2.5 | 3.4 | 3.1 |
| NWSC/LEC | 0.2 | -- | 1.0 | 2.3 | -- | 1.1 | 0.2 | 0.8 | 1.2 | 0.2 | 1.0 | 1.2 | 1.4 | 0.7 |
| BORDER | 1.3 | 1.2 | 0.3 | 2.6 | 1.1 | -- | 1.1 | 1.4 | 1.7 | 1.1 | 2.1 | 2.4 | 2.2 | 1.8 |
| NORTHERN | 0.4 | 0.3 | 1.0 | 2.4 | 0.2 | 1.1 | -- | 0.6 | 1.1 | 0.1 | 1.0 | 1.4 | 1.6 | 0.7 |
| PATHFINDERS | 1.0 | 0.9 | 1.4 | 3.1 | 0.8 | 1.4 | 0.6 | -- | 0.6 | 0.6 | 0.7 | 2.0 | 2.2 | 0.9 |
| NCTC | 1.3 | 1.3 | 1.6 | 3.5 | 1.2 | 1.7 | 1.1 | 0.6 | -- | 1.0 | 1.2 | 2.4 | 2.3 | 1.3 |
| USPS | 0.3 | 0.3 | 1.0 | 2.4 | 0.2 | 1.1 | 0.1 | 0.6 | 1.0 | -- | 1.0 | 1.4 | 1.3 | 0.7 |
| KTRF | 1.2 | 1.2 | 2.0 | 3.4 | 1.0 | 2.1 | 1.0 | 0.7 | 1.2 | 1.0 | -- | 2.3 | 2.2 | 1.2 |
| BW | 1.3 | 1.2 | 2.1 | 2.5 | 1.2 | 2.4 | 1.4 | 2.0 | 2.4 | 1.4 | 2.3 | -- | 0.1 | 1.4 |
| SOO LINE | 1.2 | 1.1 | 2.1 | 3.4 | 1.1 | 2.2 | 1.6 | 2.2 | 2.3 | 1.3 | 2.2 | 0.1 | -- | 1.3 |
| REA | 0.9 | 0.7 | 1.7 | 3.1 | 0.7 | 1.8 | 0.7 | 0.9 | 1.3 | 0.7 | 1.2 | 1.4 | 1.3 | -- |

Appendix B

**Mileage Chart from TRF**

| **Location:** | **One Way** | **Round Trip** |
|---|---|---|
| Ada | 72 | 144 |
| Aitkin | 216 | 432 |
| Albert Lea | 395 | 790 |
| Alexandria | 177 | 354 |
| Annandale | 312 | 624 |
| Anoka | 277 | 554 |
| Argyle | 43 | 86 |
| Austin | 394 | 788 |
| Bagley | 67 | 134 |
| Baudette | 121 | 242 |
| Bemidji | 93 | 186 |
| Bloomington | 342 | 684 |
| Borup | 80 | 160 |
| Brainerd | 189 | 378 |
| Breckenridge | 145 | 290 |
| Brooks | 25 | 50 |
| Chaska | 308 | 616 |
| Clearbrook | 60 | 120 |
| Climax | 58 | 116 |
| Cloquet | 230 | 460 |
| Cold Springs/Roccori | 327 | 654 |
| Crookston | 44 | 88 |
| Detroit Lakes, ND | 97 | 194 |
| Devils Lake | 149 | 298 |
| Duluth | 263 | 526 |
| EGF | 51 | 102 |
| Elk River | 265 | 530 |
| Ely | 246 | 492 |
| Erskine | 35 | 70 |
| Fairmont | 373 | 746 |
| Fargo | 120 | 240 |
| Fairbault | 345 | 690 |
| Fergus Falls | 143 | 286 |
| Fertile/Beltrami | 46 | 92 |
| Fisher | 55 | 110 |
| Fosston | 48 | 96 |
| Grafton, ND | 79 | 158 |

| | | |
|---|---|---|
| Grand Forks, ND | 55 | 110 |
| Grand Rapids | 164 | 328 |
| Greenbush | 46 | 92 |
| Grygla | 43 | 86 |
| Hallock | 73 | 146 |
| Hibbing | 200 | 400 |
| International Falls | 186 | 372 |
| Karlstad | 38 | 76 |
| Kennedy | 59 | 118 |
| Lake Agassiz | 38 | 76 |
| Lake Hubert | 201 | 402 |
| Lancaster | 61 | 122 |
| Legionville | 188 | 376 |
| Little Falls | 198 | 396 |
| Mahnomen | 61 | 122 |
| Mankato | 345 | 690 |
| Marshall | 289 | 578 |
| Mayville, ND | 97 | 194 |
| McIntosh | 41 | 82 |
| Middle River | 24 | 48 |
| Minneapolis | 296 | 592 |
| Montevideo | 250 | 500 |
| Moorhead | 112 | 224 |
| Mora | 266 | 532 |
| Morris | 197 | 394 |
| Newfolden | 22 | 44 |
| Oklee | 31 | 62 |
| Ortonville | 216 | 432 |
| Oslo | 47 | 94 |
| Owatonna | 360 | 720 |
| Park Rapids | 121 | 242 |
| Paynesville | 232 | 464 |
| Pelican Rapids | 125 | 250 |
| Perham | 120 | 240 |
| Pine City | 291 | 582 |
| Plummer | 18 | 36 |
| Rainy River, ONT | 124 | 248 |
| Red Lake Falls | 19 | 38 |
| Red Wing | 350 | 700 |
| Redwood Falls | 293 | 586 |
| Rochester | 380 | 760 |
| Roseau | 64 | 128 |
| Sauk Centre | 200 | 400 |
| Shakopee | 305 | 610 |
| Slayton | 323 | 646 |
| St Cloud | 231 | 462 |
| St James | 341 | 682 |

| | | |
|---|---|---|
| St Paul | 326 | 652 |
| St Peter | 337 | 674 |
| Staples | 173 | 346 |
| Stephen | 49 | 98 |
| Stillwater | 311 | 622 |
| Thompson, ND | 69 | 138 |
| Two Harbors | 272 | 544 |
| Upsala | 251 | 502 |
| Valley City, ND | 185 | 370 |
| Virginia | 225 | 450 |
| Wabasha | 381 | 762 |
| Wadena | 142 | 284 |
| Walker | 130 | 260 |
| Warren | 29 | 58 |
| Warroad | 86 | 172 |
| Waseca | 363 | 726 |
| Waubun | 70 | 140 |
| Wheaton | 179 | 358 |
| Willmar | 246 | 492 |
| Windom | 340 | 680 |
| Winnepeg, MB | 178 | 356 |
| Worthington | 354 | 708 |