

# NEW HEIGHTS SCHOOL

## POLICY 214

### OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

#### POLICY MANAGEMENT

*Adopted: 10/2008*

*Reviewed/ Revised\*: 7/11\*, 7/12\*, 8/13\*, 8/14\*, 7/15\*, 7/17, 2/20, 2/23, 2/26*

*Mandatory: Yes*

*Frequency: Every 3 years*

*Distribution: Not specified*

#### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by board members as required by law.

#### **II. GENERAL STATEMENT OF POLICY**

The Board of Directors 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, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school 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 board of directors 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 should be pre approved by the board of directors.

#### **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-related expenses.

#### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school 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 state of Minnesota. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the board of director's approved budget allocations, including attendance at workshops and conventions.

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

The administrator shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The administrator shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- 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. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)