



Policy Title & Number	214 - Out of State Travel by School Board Members
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Date Created:	07/12/2018
Past Policy Revision Date(s):	
Related Policy(ies):	
Policy Type (Operating, Board)	School Board

A. Purpose

This policy regulates out-of-state travel by school board members as required by law.

B. Definitions

“Appropriate Travel” refers to 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.

C. Policy Statement

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 federal, state and local laws 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.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval by the Director.

D. Associated Procedures or Other Information

Out of State Travel

Travel to all out-of-state meetings for which the member intends to seek reimbursement from the school district will be pre-approved by the school board.

Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

Reimbursement

- Requests for pre-approved reimbursement must be itemized on the official school district form and are to be submitted to the Business Manager. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- Automobile travel is reimbursed at the mileage rate set by the IRS (annually). Commercial transportation will reflect economy fares and will be reimbursed only for the actual cost of the trip.
- Amounts to be reimbursed must be within the school board's approved budget allocations, including attendance at workshops and conventions.

E. Associated Forms/References

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. No. 1035 (August 23, 1999) (Retreat Expenses)
- Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)