



214 ~~OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS~~ EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by a board member and qualify for reimbursement from the school district, and to specify the manner by which the school board member seeks reimbursement, including out-of-state travel. ~~The purpose of this policy is to control out-of-state travel by school board members as required by law.~~

II. 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, 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.~~

School board members have an obligation to remain informed about their duties and responsibilities, issues affecting the school district, school finance and budgeting, and applicable federal and state laws, rules, regulations, and school district policies. When appropriate, expenses may be authorized to support school board members in fulfilling these governance responsibilities.

III. ~~APPROPRIATE TRAVEL~~ OUT OF STATE 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 other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.~~

- A. Travel outside the State of Minnesota by a school board member must be preapproved by the school board through official action and an affirmative majority vote.
- B. The school board may preapprove out-of-state travel when it determines that such travel is appropriate for school board members to acquire knowledge or information necessary to carry out their governance duties and responsibilities.
- C. Prior to school board consideration, the school board member shall ensure that funds are

available within the school board's professional development budget. The request shall include the purpose of the travel, destination, dates, and estimated expenses.

D. The request shall be submitted to the school board for consideration and approval.

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 district-related expenses. If the destination falls within the district boundaries, there will be no mileage reimbursement.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district reimbursement form and are to be submitted to the finance department. ~~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 ~~IRS school board.~~ 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 school board's professional development ~~the school board's approved~~ budget allocations, including attendance at workshops and conventions.

D. When the expected expense exceeds \$100, board approval is required.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or designee shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent or designee 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 (Boards of Independent School Districts)
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: ISD 200 Policy 212 (School Board Member Development)
ISD 200 Policy 214.1PR (School Board Members Expense Reimbursement Procedure)

ISD 200 Policy 412 (Expense Reimbursement)

ISD 200 Policy 412.1PR (Expense Reimbursement Procedure)

Policy Reviewed: 10.01.2026 ~~11.29.2023~~

Policy Adopted: 12.20.2023

Policy Revised: 06.28.2023