3136 - Travel In-District, In-State, and Out-of-State

The School Board encourages the employees of the School District to acquire skills through the attendance at seminars and workshops. Further, the School Board realizes the necessity of in-district, in-state, and out-of-state travel in order to maintain and improve the operation of the School District as well as acquiring skills for improving the system. The expenses associated with the above items, which include travel, lodging, meals, parking, and registration, are to be controlled by the immediate supervisor responsible for the budget of the function where the expenses are charged. All expenses must also comply with all applicable laws and policies of the School District. The supervisor must submit the appropriate forms with in the regulations set by the administration with copies forwarded to the Superintendent or designee. These expenses must be within the budgets established by the School Board and monitored by the Superintendent or designee. The internal and contracted auditors will monitor and report findings of exceptions to the policy to the School Board on a periodic basis. In the case of the Superintendent and the School Board, the School Board Treasurer will be responsible for approving the expenses. The Superintendent will be responsible for approving the expenses of the administrators who report to him/her.

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3136R - Expenses--Travel In-District, In-State, and Out-of-State

All employees must complete the appropriate forms, including a Professional Leave Request Form, when claiming and applying for expenses under Policy 3136. All travel including in and out of town workshops and seminars must be approved in advance by the appropriate supervisor. The approval must be evidenced on a Professional Leave Request Form, if applicable. All travel must be within the budgets established by the School Board. Travel costs shall be incurred in such a manner that actual dollar costs and employee time are minimized. Meal reimbursements are limited to the per diem rates of ($25) per day for in-state travel and twenty-seven dollars ($27) per day for out-of state travel. All reimbursement requests must be claimed within a reasonable period of time. All requests must be submitted within 60 days after they were paid or were incurred to be reimbursed by the District. Any excess advances must be returned to the District within 30 days after the date the expense was paid or incurred.

Out-of-State Travel

All out-of-state travel must be germane to the School District's mission and approved by the Superintendent or designee. Out-of-state travel must be approved by the Superintendent or designee at least two weeks in advance, unless some sort of an approvable emergency arises. All arrangements for air travel must be coordinated by the Business Services' Secretary. A minimum of a 21-day advance purchase is required for all air travel. Only coach travel is permissible unless the difference between first class and coach fare is (1) pre-paid by the employee, Board member or community member, (2) is required by law, or (3) is less costly than a 21-day advance coach fare. According to Minnesota State Statute 15.435 "Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding". Therefore, all air travel rewards/credits shall be credited to an account set up for the individual through the District. All District related travel credits must be credited to the individuals District account, and once a reward is earned the reward can be used for District related travel only.

Travel Expenses/Reimbursement

Reimbursement rates for travel shall be within Board adopted or amended budget guidelines and travel shall be at the most reasonable rate. Registration fees and banquet events shall be at actual costs. All costs must be reasonable and necessary. If a conference or seminar has an agenda, a copy of that agenda is to be attached to the Reimbursement Request. Reimbursements for meals are limited to the following amounts:

Meal Limitations :

	In-State	Out-of-State
Breakfast to	$5.00	$ 5.00
Lunch to	$7.00	$7.00
Dinner to	$13.00	$15.00
	$25.00 a day	$27.00 a day

An employee may not claim reimbursement for breakfast unless the employee was required to leave home before 6:00 a.m. or to be away from home overnight. An employee may not claim reimbursement for lunch unless the employee has traveled more than thirty-five (35) miles from the employee's regular or temporary workstation. An employee may not claim reimbursement for dinner unless the employee was still in a travel status after 7:00 p.m. or away from home overnight. If an employee is claiming reimbursement for a meal, the employee must indicate the starting and ending time of the travel.

Travel Expenses/Reimbursement

Limousine, bus service, taxi, or car rental must be at the most reasonable or efficient convenient rate that can be demonstrated. Parking receipts must be submitted with vouchers. Allowance for use of private vehicle is to reflect the current IRS approved reimbursement rate. Because it is possible that the rate may change within a reimbursement period, it is the employees responsibility to ensure the reimbursement is submitted at the proper rate/rates. The District reserves the right to establish an effective date different than the IRS effective date. District reimbursement rates and the effective dates will be posted on the District web site. The employee must provide actual odometer readings or use the mileage allowed per the District's official mileage charts.

The employee must submit airline travel credits (i.e. mileage, etc.) or other benefits (i.e. monetary vouchers for future travel, etc.) earned to the Business Services' Secretary within 14 days of the date of the return. A brief explanation of the reason for receiving the credit or benefit must be attached. Long distance business-related telephone calls or other identified incidental expenses necessary for business purposes must be verified for appropriateness.

In-District Meals and Refreshments

For an in-district meal or refreshment expenditure to be reimbursable to an employee or paid directly to a vendor, it must meet the criteria of being necessary, reasonable, and must directly serve a public purpose. Meal and meeting expenditures that are allowable consist of the following:

1. A meal expenditure may be permissible if only a breakfast, noon, or dinner meeting is possible and participants from outside of the School District are available only at that time.
2. A meal is provided at a training session and the session is conducted throughout the reasonable meal time.
3. A meal is available in lieu of overtime pay.
4. Coffee, soft drinks and/or juices and snacks are permissible for staff meetings.
5. A meal is reimbursable to an administrator or Board member if the meal is the product of an organization, other than the district itself, and attendance is necessarily beneficial to the School District and such benefits could not be obtained other than by attending the meal itself.
6. A meal is provided in lieu of hiring a substitute teacher.
7. Modest refreshments such as coffee, soft drinks, and/or juices and snacks may be provided at functions where members of the general public are in attendance.
8. Individuals who are not District employees are not entitled to travel expenses such as meals, lodging, or transportation unless prior approval has been given by the Superintendent or the appropriate director.

9. A modest meal can be provided students, parents, and staff if part of a school or District sponsored educational event or activity.
10. Reasonable transportation and childcare expenses may be permissible for parents who may otherwise not be able to attend an educational event or activity at their son/daughter's school or program. The expenditure would require prior approval by the building principal or program administrator and would be paid to the service provider upon proper documentation.
11. If the budget for a program or grant which includes specific funding for parent or community involvement is approved by the Board and a State Agency, the expenditure of such funds is appropriate and can be approved by the administrator responsible for the program or grant.
12. The Chair of the School Board shall have the prerogative to determine if a meal is needed for a Board meeting, committee meeting, or inservice meeting.
13. All expenditures for meals other than the twelve listed above are the personal responsibility of the School District employee who incurred the expense.

The Superintendent may grant exceptions to these general rules based on need to attend and availability of funds.

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