

Revised: 5/9/2022

412 EXPENSE REIMBURSEMENT

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to identify Crosslake Community Schools (CCS) expenses that involve initial payment by an employee and qualify for reimbursement from CCS, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All CCS expenses to be reimbursed must be approved by the Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary CCS-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on CCS' reimbursement 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.
- B. Automobile travel shall be reimbursed at the mileage rate set by the governing board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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 Charter School Board Members)