



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**February 4, 2016**

**AGENDA ITEM: 9.1**

**TOPIC: School Board Member Reimbursement Guidelines –  
Policy 103A**

**BACKGROUND:** The purpose of this policy is to set travel expense reimbursement guidelines for School Board members.

**PROCESS:** The Policy Committee has reviewed this policy and they are presenting it to the School Board with no changes recommended at this time.

**RECOMMENDATION:** Approval of this policy.

**SCHOOL BOARD MEMBER**  
**REIMBURSEMENT GUIDELINES**  
**Attachment to Policy 103**

1. It shall be the practice of the School District to reimburse Board Members for expenses incurred in travel where such travel is to represent the School District as a Board Member. Travel mileage inside and outside of the School District would be reimbursed at the current mileage rate approved in School Board policy #302.
2. School Board Member travel outside the School District shall be reimbursed as follows:
  - 2.1 For personal car at approved rate per mile.
  - 2.2 For public conveyance at tourist class airplane fare. If personal car is used, the reimbursement for long trips will be no greater than tourist class airfare for the same trip.

Airline Travel Credit: Elected officials utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the elected official. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided. Elected officials who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

- 2.3 For lodging - actual cost plus tax.
  - 2.4 For meals - actual cost plus tip.
  - 2.5 For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, tips, parking, etc.).
3. Board Members may claim salary reimbursement for meetings outside of the school district boundaries as follows:
    - 3.1 Any conference, meeting or activity where they are acting in their official capacity as a member of the School Board. Examples: Representative to SEE, TIES, ECSU, MSBA, and other educational organizations.
    - 3.2 School Board representation to special committees or task forces.
    - 3.3 School Board representation for special district functions or events such as negotiations, hearings, court cases, and any other activity appropriately related to School Board membership that occur outside of the school district boundaries.

- 3.4 Reimbursement will be \$75.00 for attendance at half-day meetings, and \$150.00 for attendance at full-day meetings.
- 3.5 The total combined reimbursement from the district and the educational organization shall not exceed the amounts listed in 3.4.
4. Regular School Board Member salaries are established at the organizational meeting each year. Board Members are paid \$400.00 per month, plus the President will receive an additional annual stipend of \$400.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$200.00 per year.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
 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)  
 Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

**Cross References:** Out-of-State Travel by School Board Members Policy 103B  
 Travel Expense Reimbursement Policy 302

| Reviewed: | Revised:                      |
|-----------|-------------------------------|
| 01/04/99  | 07/24/95                      |
| 01/05/04  | 09/18/95                      |
| 03/03/11  | 01/06/03 (Effective 07/01/03) |
| 03/01/12  | 11/04/04 (Effective 07/01/05) |
| 02/06/14  | 01/04/07 (Effective 07/01/06) |
| 01/08/15  | 02/07/08                      |
|           | 03/05/09                      |
|           | 02/04/10                      |
|           | 02/06/13                      |
|           | 02/05/15                      |