



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

December 27, 2012

AGENDA ITEM: 12.8

TOPIC: Travel Expense Reimbursement Policy #302

BACKGROUND: It shall be the policy of the School Board to reimburse employees for expenses incurred in authorized travel where such travel is deemed to be of value to the School District.

PROCESS: The School Board Policy Committee has reviewed this policy and they are presenting it to the School Board with the changes noted.

RECOMMENDATION: First reading of this policy.

TRAVEL EXPENSE REIMBURSEMENT

302

1. It shall be the policy of the School Board to reimburse employees for expenses incurred in authorized travel where such travel is deemed to be of value to the School District. Receipts are required for reimbursement of expenses other than actual mileage.
2. Travel within the District shall be reimbursed at the Internal Revenue Service standard business mileage rate where such travel is authorized by the Superintendent of Schools or their delegated agent.
3. Travel outside of the School District or its normal area of operation shall be reimbursed:
 - A. For personal car at the Internal Revenue Service standard business rate per mile.
 - B. For public conveyance at tourist class airplane fare.

Normally, approval will be granted for travel by the least expensive mode of transportation; although consideration should be given to other factors such as time spent away from the job, extra meals and lodging.

Airline Travel Credit: Employees 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 employee. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee 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. Employees 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.

- C. For lodging at actual cost.
- D. For meals at actual cost. Subject to per diem limitations established by the School Board (\$25.00 per day).
- E. For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, etc.).
- F. If actual costs exceed the per diem limitations, the Superintendent will review and make specific recommendations 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:

School Board Member Reimbursement Guidelines Policy 103A
Out-of-State Travel by School Board Members Policy 103B

REVISED:

7/21/75
9/18/78
6/18/79
(Eff. 3/1/80) 3/3/80
(Eff. 7/1/81) 6/15/81
3/19/84
(Eff. 2/1/85) 2/4/85
(Eff. 9/1/88) 8/15/88
(Eff. 7/1/89) 5/1/89
(Eff. 10/1/90) 9/17/90
(Eff. 3/1/93) 2/1/93
(Eff. 7/1/97) 6/16/97
(Eff. 7/1/01) 3/5/01
(Eff. 7/1/03) 3/31/03
(Eff. 7/1/05) 4/7/05
5/6/10