

PROCEDURE 214 OUT OF STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. Guidelines on Permissible Expenditures

Normally, the District will cover all authorized ordinary and necessary expenses. Expenses to be reimbursed may include meals, lodging, transportation, tips, registration fees, and other reasonable and necessary school district related expenses. (Refer to Administrative Procedure BA 5004 – Administrative Procedure Statement Covering Travel Guidelines, Advances and Accommodations.)

A. Meals

Allow actual expense normally not to exceed a \$45 average cost per day or the current rate used by the District per IRS guidelines (whichever is higher). Meals should be separately identified and supported by original and itemized receipts. Requests for meal reimbursement must include an itemized receipt supporting the expenditure, a list of people at the meal, and a list of people for whom the District purchased a meal.

B. Lodging

Allow the actual expense not to exceed single room rate. If more than one district employee room together, the District will pay the actual cost or single room rate, whichever is less.

C. Taxis, limousines, tips are normally allowed.

D. Rental cars, personal telephone calls, laundering are normally not allowed.

E. Mileage rate travel reimbursement is based upon the current Board of Education approved rate per mile. Miles reported should be the distance between the employee's "home base" and business related destination.

F. Normally no differentiation is to be made between member and non-member registration fees. The District should cover the ordinary and necessary expense of attending the event.

II. Reimbursement

A. The District will prepay the airfare and prepay advance registrations supported by a registration form from the outside organization.

B. Travel advances for meals and lodging are not normally allowed except in case of a bona fide emergency. Individuals may use their personal charge account for travel expenses and then submit the original copy of the receipts to support the claim for reimbursement.

C. Airline and hotel reservations can be made by the individual or department secretary through the District travel agency.

D. Amounts to be reimbursed must be within the school board's approved budget allocations, including attendance at workshops and conventions.

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Revised: 2/26/13

Procedure Adopted: 12/20/05

Legal References:

Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Minn. Stat. § 471.661 (Out-of-State Travel)

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)

Notification Statement:

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, MN 55369

OSSEO AREA SCHOOLS

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