

Out-Of-State Travel By School Board Members

Adopted: June 2005

Modified: October 2022

Last review: October 2022

Purpose

The purpose of this policy is to control out-of-state travel by school board members as required by law.

Policy

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

Appropriate Travel

Travel outside the state is appropriate when the school board finds it necessary and proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district must be preapproved by the school board.

Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary Minnesota Online High School -related expenses.

21 **Reimbursement Procedure**

22 A. Requests for reimbursement must be itemized on the MNOHS reimbursement form and are to be
23 submitted to the designated administrator. Receipts must be attached to the reimbursement form.

24 B. Automobile travel shall be reimbursed at the current standard mileage rate set by the Internal
25 Revenue Service . Commercial transportation shall reflect economy fares and shall be reimbursed only
26 for the actual cost of the trip.

27 C. Amounts to be reimbursed shall be within the school board’s approved budget allocations,
28 including attendance at workshops and conventions.

29 D. Expenses incurred by personal guests are not eligible for reimbursement.

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31 **Establishment of Directives and Guidelines**

32 The executive director shall develop procedures for the submission of requests for reimbursement.

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34 *Legal References:* Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

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

36 Minn. Stat. § 471.665 (Mileage Allowances)

37 Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)

38 Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

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