

## **204 OUT OF STATE TRAVEL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by Stonebridge World School board member as required by law.

### **II. GENERAL STATEMENT OF 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, 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 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.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it 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 should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

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

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school form and are to be submitted to Office Coordinator/ Office Assistant. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The Executive Director shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. Board members will follow the established finance and accounting procedures and guidelines developed to address methods and times of the submission of requests for reimbursement.

## **VII. ANNUAL REVIEW**

This policy must be annually reviewed by the school board.

### ***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)

### ***Cross References:***

MSBA/MASA Model Policy 212 (School Board Member Development)

MSBA/ MASA Model Policy 412 (Expense Reimbursement)

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