

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

Adopted: July 16, 2009

Revised: December 9, 2010; January 12, 2012; November 8, 2012

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by members of the Cannon River STEM School (CRSS) Board of Directors as required by law.

### **II. GENERAL STATEMENT OF POLICY**

Members of the Board of Directors have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect CRSS, 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 CRSS policies that relate to their functions as board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the Board of Directors finds it proper for 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 CRSS should be preapproved by the Board of Directors.

### **IV. REIMBURSABLE EXPENSES**

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

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official CRSS form and are to be submitted to the Executive Director. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the IRS allowable mileage rate approved by the Board of Directors. 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 district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director shall also develop directives and guidelines to address methods and times for 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)