

Adopted: January 18, 2006

EMID 6067 Board Policy 214

Revised: October, 2014, February 17, 2016; October 19, 2016

(required policy)

214 OUT-OF-STATE TRAVEL BY BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to assure compliance with state law regarding out-of-state travel by Board members.

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

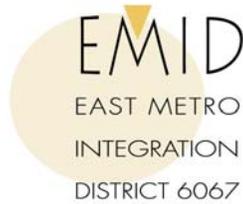
Travel outside the state for which a Board member intends to seek reimbursement is appropriate when such travel is preapproved by the EMID Board. Travel outside the state is appropriate when the Board finds it proper for Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to national meetings of the National School Boards Association is presumed to fulfill this purpose.

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official district form and are to be submitted to the designated administrator. 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 approved mileage rate. 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 Board's approved budget allocations.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Executive Director or designee shall develop a schedule of reimbursement rates for EMID business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director or designee 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 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: EMID Policy 212 (Board Member Development)
EMID Policy 412 (Expense Reimbursement)