



Adopted: June 4, 1996

EMID 6067 Board Policy 412

Revised: November 16, 2005; February, 2008; December, 2014

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify EMID business expenses that involve initial payment by an employee and qualify for reimbursement from the district and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All EMID business expenses to be reimbursed must be approved by the Executive Director or project leader. Such expenses may include transportation, meals, lodging, registration fees, tips, required materials, parking fees and other reasonable and necessary EMID business-related expenses. The reimbursement for such expenses shall not exceed the approved per diem amount.

III. 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 mileage rate set by the Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the district rather than the employee.
 - 1. To the extent an airline will not honor a transfer of assignment of credit or benefit from the employee to the district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or



benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES, GUIDELINES, AND PROCEDURES

The Executive Director 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 shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: EMID Policy 214 (Out-of-State Travel by Board Members)