

Adopted: 2/9/2009

Revised: 6/13/2016

314 TRAVEL BY SCHOOL ADMINISTRATORS

I. PURPOSE

The purpose of this policy is to control in-state and out-of-state travel by school administrators as required by law.

II. GENERAL STATEMENT OF POLICY

School administrators have an obligation to become informed regarding the proper duties and functions of a school administrator, to become familiar with issues that may affect the school district, 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 administrators. On occasion, it may be appropriate for school administrators to travel to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel within and outside the state is appropriate when the school board finds it proper for school administrators to acquire knowledge and information necessary to allow them to carry out their responsibilities as school leaders. Travel to state meetings and/or regional or national meetings are presumed to fulfill this purpose. Travel to other out-of-state meetings for which the administrator intends to seek reimbursement from the school district should be pre-approved by the superintendent.

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 district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district claim form and are to be submitted to the superintendent within 10 business days. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the claim form.
- B. Automobile travel shall be reimbursed at the mileage rate established for the board, except as outlined in section VII.3.b. of this policy. 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 superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

VII. TRAVEL CLAIMS

- A. School administrators (principals, superintendent, activities director of Independent School District No. 2180 may be reimbursed for the following travel expenses.
1. Lodging (if not available by district purchase order).
 2. Meals
 - a. Meal expense during a non-overnight trip may be allowed, but shall not exceed established guidelines.
 3. Mileage (rate determined by separate board action).
 - a. District owned vehicles should be used if available; privately owned vehicle may be used if not.
 - b. If the use of a district vehicle is declined, the reimbursement rate will be 50% of the federal mileage reimbursement rate.
 - c. Private vehicle mileage claimed shall be the shortest direct route between the school and the destination. Additional miles necessary to accomplish the purpose of the trip may be included in the claim.

ANNUAL REVIEW

This policy must be reviewed annually by the school board.

Legal References: 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: MACCRAY Policy 715 Purchasing
MACCRAY Policy 717 Reimbursement for Expenses Incurred
MACCRAY Policy 717 -Appendix A

314 - APPENDIX

I. MEAL ALLOWANCES

A. School administrators agree to abide by these approved daily limits for meal expenditures while at conferences, on site visits, etc.

1. Breakfast-individual meal not to exceed \$12.50, excluding tip.
2. Lunch-individual meal not to exceed \$17.50, excluding tip.
3. Supper-individual meal not to exceed \$25.00, excluding tip.

OR

4. Daily total-not to exceed \$55.00, excluding tip.

B. The Board can approve other rates so long as the decision:

1. is made before the expense is incurred; and
2. is made at a regular or special meeting of the Board.

II. OTHER LIMITATIONS

A. Alcohol cannot be purchased with state or federal funds. Schools are not allowed to pay for or to reimburse individuals for the purchase of alcoholic beverages.

B. Tips up to the "usual and customary" 15% are allowable. Tips that exceed 15% of the total bill must be paid for by individual diners.

C. Expenses for spouses or significant others cannot be paid for with school district funds. Those expenses must be paid for by the individual family.