



3331

Travel Expense: Non-Employee

Policy 3331

Original Adoption: 09/20/2011

Effective Date: 09/21/2011

Revision Dates:

Review Dates: 5/18/2015

I. PURPOSE

Occasions arise when Board of Education Directors travel on District or Board of Education business. In addition there may be occasions when other non-employees are asked to travel on behalf of the District. The District is also required to facilitate travel for non-public schools in Minneapolis when their personnel are traveling using Federal funds for which the District is the responsible entity. The purpose of this policy is to establish the rules for arranging and paying for such travel expenses incurred by non-employees.

II. GENERAL STATEMENT OF POLICY

- A. The District shall pay only actual and necessary travel expenses incurred which are for district purposes or which are requested by non-public schools for their personnel to travel using Federal funds within the responsibility of the District and approved by the Superintendent, or Superintendent's designee.
- B. Non-employee travel that is included in the contract of a consultant or other person under contract with the District is only subject to this policy if the contract specifies that travel arrangements for the contractor will be made by the District or if the contract is silent on responsibility for travel arrangements.
- C. All airfare, hotel accommodations and rental cars used in district travel shall be arranged by District employees on behalf of non-employee travelers using the District's designated vendor.
- D. All credits or benefits issued by any airline, hotel or rental car company for travel arranged under this policy shall accrue to the benefit of the district.

III. TRAVEL PURPOSES AND APPROVAL

- A. In order for travel expenses to be borne by district revenue travel by Board of Education Directors must be for one of the following district purposes:
 1. Business: That required for the operation of the District.
 2. Professional: Learning that improves the ability of the Director to perform her or his duties as Director of the Board of Education, or for the purposes of representing the District at State or National meetings.
- B. In order for travel expenses to be borne by district revenue travel by other non-employees of the district the travel and expenses must be related to the business operation of the District or, at the Superintendent's request, to conduct learning on behalf of the district.



- C. In order for travel by non-public school personnel to be borne by Federal funds that the District administers such travel must meet the criteria for use of such funds.

IV. BOARD DIRECTOR TRAVEL

- A. All Director travel for which reimbursement is sought shall be documented on a standard form provided by the Superintendent, or Superintendent's designee.
- B. All Director travel out of the Minneapolis Metropolitan area shall conform to the requirements of the District's policies on Board Director Travel.

V. NON-EMPLOYEE TRAVEL APPROVAL

- A. All requests for travel by persons who are non-employees and who are not Board of Education Directors or non-public school personnel must be initially approved by the Superintendent prior to the travel or incurring of expense on a form provided by the Superintendent or Superintendent's designee.
- B. Requests for non-employee travel shall be submitted by the Superintendent to the Board of Directors for approval prior to the travel or incurring of expense.
- C. Requests for reimbursements for travel expenses must be approved by the Superintendent, and shall be subject to such regulations as the Superintendent may promulgate to implement this policy. The Superintendent shall submit such expenses for approval by the Board of Directors prior to payment.

VI. NON-PUBLIC SCHOOL PERSONNEL TRAVEL APPROVAL

- A. The Board may delegate authority to the Superintendent to approve travel by non-public school personnel paid for by Federal funds held and administered by the District for that purpose.
- B. Preliminary approval of such travel shall be made by the non-public school administrator. Final approval of such travel shall be made by the Superintendent, or Superintendent's designee, prior to the travel.

VII. RESPONSIBILITY AND APPLICATION

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. For the purposes of this policy the following definitions shall apply:
 - 1. "Director" shall mean those persons duly elected or appointed, qualified and seated as Directors of the Board of Education, Special School District No. 1.
 - 2. "Non-employee" shall mean any person not a regular employee of the Minneapolis Public Schools including, but not limited to:
 - (a) Members of the public
 - (b) Students



- (c) Advisory Committee Members
 - (d) Independent Contractors and their employees
 - (e) Volunteers
 - (f) Community Partners and their employees
 - (g) Prospective employees.
3. “Non-public school personnel” shall mean any person serving a non-public school within the boundaries of the City of Minneapolis identified by a non-public school administrator approved for travel on behalf of the non-public school.

Legal References:

20 U.S.C. §6001, *et.seq.* (Elementary and Secondary Education Act – No Child Left Behind),
Titles I, II, III and IX , Part E, Subpart 1, §9501.

Minn. Stat. §15.435 (Airline Travel Credit)

Minn. Stat. § 123B.11 (Imprest Cash Funds)

Minn. Stat. § 471.38 (Claims)

Minn. Stat. § 471.391 (Declaration Form)

Minn. Stat. § 471.392 (Penalty)

Minn. Stat. § 471.40 (Auditing Claims)

Minn. Stat. § 471.41 (Auditing Accounts Not Itemized a Gross Misdemeanor)

Cross References:

MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)

MPS Policy 3300 (Purchasing)

MPS Policy 3313 (Vendor Relations)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 8505 (Director Travel)

MPS Regulation 3331 A (Procedures and Limitations: Non-Employee Travel)