



8505

Director Travel

Policy 8505

Original Adoption: (formerly 8220 adopted 11/12/1991)
Revision Dates: 08/11/2009
Review Dates: 07/18/2012, 8/21/2013, 9/17/2014

Effective Date: 08/12/2009

I. PURPOSE

The purpose of this policy is to establish the limits of travel within and without the state for the purposes of Board Director Development.

II. APPROPRIATE TRAVEL

A. Travel for which the Director intends to seek reimbursement from the school district must be pre-approved by the Board Chair.

B. Out of State Travel.

1. Travel outside the state is appropriate when the school board finds it proper for Directors to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board directors.
2. Travel to regional or national meetings of school board associations is presumed to fulfill this purpose.
3. The Board, on a case by case basis will determine and limit the numbers of Directors authorized to attend specific workshops and conventions where the expenses involved warrant such limitations and the travel is to be paid from the Board budget.

C. Within State Travel. Travel within the State of Minnesota is appropriate when the Board finds it proper for Directors to acquire knowledge and information necessary to allow them to carry out their responsibilities as directors.

D. All airfare, hotel accommodations and car rental shall be arranged through the district-approved vendor.

III. REIMBURSABLE EXPENSES

Director travel expenses shall be reimbursed on the same basis as other non-employee travel. 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.

IV. REIMBURSEMENT

A. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

B. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator.



- C. Automobile travel shall be reimbursed at the Federal mileage rate set by the Internal Revenue Service.
- D. Commercial air transportation shall reflect economy fares.
- E. All credits or benefits issued by any airline, hotel or rental car company for travel arranged for Director travel shall accrue to the benefit of the district.

V. COMPLIANCE WITH OTHER DISTRICT POLICIES AND REGULATIONS

- A. Arrangement and reimbursement of travel expenses shall follow the district policy for non-employee travel.
- B. The Superintendent is authorized to promulgate regulations for travel processes including reimbursement.

VI. ANNUAL REVIEW

This policy must be annually reviewed by the Board of Directors.

Legal References:

- Minn. Stat. §15.435 (Airline Travel Credit)
- Minn. Stat. § 123B.09, Subdivision 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:

- MPS Policy 3331 (Travel Expenses: Non-employee)
- MPS Policy 8410 (Duties of Directors)
- MPS Policy 8500 (Board Director Development)