



3331 A

Procedures and Limitations: Non-Employee Travel

Regulation 3331 A

Original Adoption: 09/20/2011

Effective Date: 5/19/2015

Revision Dates: 5/18/2015

Review Dates:

I. PURPOSE

The purpose of this regulation is to establish the parameters and procedures for obtaining payment of or reimbursement for travel expenses of non-employees, non-public school personnel and Board of Education Directors allowed under District policy.

II. GENERAL PROCEDURES FOR ARRANGING TRAVEL OR REQUESTING REIMBURSEMENT

- A. Persons traveling to or from the District pursuant to a current and valid contract with the District shall have travel arranged and paid for under the terms of that contract. If the contract provides that the District shall reimburse the contractor for travel expenses without further explanation, the provisions of this regulation shall apply to such travel. If the contract requires the district to make travel arrangements for the contractor, this regulation shall apply.
- B. All persons requesting travel arrangements to be paid out of district funds shall make such request on a form provided by the Superintendent or Superintendent's designee.
- C. Requests for travel by non-public school personnel to be paid from Federal funds held and administered by the district shall be made on a form provided by the Superintendent or Superintendent's designee and signed by the administrator of the non-public school.
- D. Requests for travel by non-employees not otherwise addressed in ¶ II.C. above must be submitted to the Superintendent and shall include the signatures and approval of:
 1. The traveler;
 2. The district employee requesting the travel of a non-employee, or the Board of Education Director traveling;
 3. The cabinet level officer of the department overseeing the employee who requests the travel of the non-employee.
- E. Non-public school personnel requesting payment of or reimbursement for travel expenses from Federal funds shall make such requests using the form provided by the Superintendent, or Superintendent's designee.
- F. All other persons requesting payment of or reimbursement for travel expenses from the District shall make such requests using the Expense Report form provided by the Superintendent, or Superintendent's designee.
- G. Each Expense Report for travel by a non-employee whether for initial travel arrangements or for reimbursement of expenses after the travel is completed, must be approved by the Board of Directors upon recommendation from the Superintendent, unless otherwise approved of by



- the Superintendent under a delegation to approve travel of non-public school personnel issued by the Board.
- H. Only one request for reimbursement for each individual traveling should be submitted for each travel event.
 - I. Each Expense Report must be submitted within 60 days after returning from a trip. The District will not be obligated for claims more than sixty (60) days after the date of return from a trip. Any reimbursement requested after sixty (60) days, if paid, shall be subject to withholding as regular income to the requester.
 - J. All credits or benefits issued by an airline, hotel or car rental company attached to travel paid for by District funds, whether paid in advance or as a reimbursement to the traveler, shall be reported on the Expense Report if such credits or benefits are made to the individual. The reimbursement to the non-employee shall be reduced by the reasonable market value of the credit or benefit unless the non-employee successfully has the credit or benefit transferred to the District.
 - K. All travel, including airfare, lodging, and conference fees, of non-employees and Board of Education Directors for which district funds will be used shall be arranged through the district specified vendor and the Finance Department. All travel arrangements, including airfare, lodging, and conference fees of non-public school personnel to be paid by Federal Funds held and administered by the district shall be arranged through the district specified vendor and the Finance Department.
 - L. District rules regarding types of lodging and transportation that apply to employees shall also apply to non-employees, and non-public school personnel.

III. LIMITATIONS ON REIMBURSEMENTS

- A. Insurance premiums and valet and laundry service charges will not be reimbursed.
- B. Charges for telephone calls for personal or family purposes will not be reimbursed. When reimbursement is requested for calls made on behalf of district business, a receipt is required and the party called must be noted on the receipt.
- C. Charges for internet access must be preapproved and listed separately on the Expense Report and an itemized original receipt is required.
- D. Conference fees should be paid in advance through the district's Finance Department. Payment of conference fees for Board Directors must be approved by the Superintendent in consultation with the Board Chairperson.
- E. Meals



1. Non-employees traveling on district business and directors traveling overnight are generally eligible for meal reimbursement for all meals on all days on travel status with the exception of the day of departure and the day of return. Reimbursement for meals on the day of departure and the day of return shall be according to a schedule based on the time of flight departure published by the Superintendent, or Superintendent's designee.
 2. Non-public school personnel may be eligible for meal reimbursement upon request of the administrator of the sponsoring non-public school.
 3. Each meal must be itemized on the request for reimbursement.
 4. Purchases of alcoholic beverages will not be reimbursed.
 5. Reimbursement for reimbursable meals shall be based on the following amounts:
 - a) Seven dollars (\$7.00) for a breakfast meal,
 - b) Eleven dollars (\$11.00) for a lunch meal, and
 - c) Twenty-three dollars (\$23.00) for a dinner meal.
 6. Meal reimbursements shall be inclusive of taxes and tips.
 7. Exceptions to meal reimbursement:
 - a) Official breakfast, luncheon, dinner or banquet meetings will be reimbursed at the actual charge for the meal; original receipts will be required. "Official" meals are those that are required of all conference attendees, or attendees required to participate in a conference meeting.
 - b) Meals provided as part of a conference registration fee will not be reimbursed.
 - c) Meals included in the lodging expense shall not be reimbursed.
- F. Lodging. Each traveler shall be reserved a standard room.
- G. It is expected that public transportation (taxis, buses, and rail) will normally be used for ground travel when away from the state. In the event that car rental is necessary, it will be limited to a mid-size car with advance approval required. Arrangements for car rental must be made through the District's approved travel vendor in advance of the trip. Car rental is considered necessary only if:
 - a) The travel is to a location not served by public transit.
 - b) The travel plan includes visits to multiple sites at a location for which public transit is impracticable.
 - c) The traveler is transporting display materials to the ultimate destination.
 - d) The travel plan includes more than two people traveling together, in which case the trip leader may request a rental vehicle to be used by all travelers in the group.
- H. Original receipts will be required to reimburse a traveler for taxi fares, parking fees, bus or transit passes or rail tickets.
- I. Fees for checked baggage shall be reimbursable and an original receipt must be submitted.



-
- J. Fees for overweight baggage shall only be reimbursable if the excess weight is due to transport of District equipment or display materials required to meet the district purposes of the travel.
 - K. Fees for preferred seating shall not be reimbursable.
 - L. Transportation to and from the Minneapolis-St. Paul airport of departure or return is reimbursable to the traveler in any one of three ways, at the traveler's choice:
 - a) Mileage at the current rate approved for local travel to and from the traveler's point of departure, whether home or place of employment on both departure and return from travel. The traveler shall submit mileage requested on the appropriate Expense Report requesting reimbursement; or
 - b) Taxi fare from the traveler's point of departure, whether from home or place of employment, on both departure and return from travel, for which original receipts are required; or
 - c) The cost of a remote park and ride facility which provides shuttle services to and from the airport of departure and return. An original receipt is required for reimbursement and shall be submitted along with the appropriate Expense Report.
 - M. Travel that does not require air travel shall be reimbursed on the basis of mileage to and from the traveler's points of departure at the currently approved rate for mileage.
 - N. Schools or Departments that are paying for non-employee travel may use their Purchasing cards (P-cards) to arrange and pay for the travel once the travel has been approved.

IV. ADVANCES

- A. Advances will not be given for any travel expense unless approved in advance by the Board of Directors.
- B. Any advance approved must be settled by the traveler within five (5) working days after the date of return from the trip.

Legal References:

20 U.S.C. §6001, *et. seq.*, (Elementary and Secondary Education Act – No Child Left Behind), Titles I, II, III and Title 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 3331 (Travel Expense: Non-Employee)

MPS Policy 8505 (Director Travel)