



3330

## Travel Expense: Employee

*Policy 3330*

Original Adoption: 01/10/1984

Effective Date: 09/21/2011

Revision Dates: 08/13/1985, 10/11/1988, 09/20/2011

Review Dates: 5/18/2015

### **I. PURPOSE**

The purpose of this policy is to establish the rules for arranging and paying for travel expenses incurred by employees for district purposes. Minneapolis Public Schools acknowledges that travel is sometimes required for business purposes, for continuing education of its employees and for recruitment purposes to attract the best candidates for district positions.

### **II. GENERAL STATEMENT OF POLICY**

- A. The District shall pay only actual and necessary travel expenses incurred which are for district purposes.
- B. The District shall use a designated vendor to arrange all airfare, hotel accommodations and rental cars.
- C. All credits or benefits issued by any airline, hotel or rental car company for travel approved under this policy shall accrue to the benefit of the district.
- D. All requests for travel, with or without requests for reimbursement, must be approved by the employee's supervisor prior to the travel or incurring of expense on a standard form provided by the Superintendent or Superintendent's designee.
- E. In the event of a disputed claim for reimbursement, the employee may appeal the decision of the Finance Department to the Superintendent; or in the case of an appeal by the Superintendent, to the Board of Directors. If a claimant's appeal to the Superintendent is not granted, the claimant may appeal the Superintendent's decision to the Board of Directors.

### **III. TRAVEL PURPOSES**

In order for travel expenses to be borne by district revenue, the travel 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 employee to perform her or his current responsibilities with the District, or teaching others about the District or its programs.
3. Recruitment: That necessary to interview prospective employees and/or maintain placement relationships.



**IV. RESPONSIBILITY AND APPLICATION**

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. This policy applies to all employees of Special School District No. 1.

***Legal References:***

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 3335 (Travel Expense: Non-Employee)  
  
MPS Regulation 3330 A (Procedures and Limitations: Employee Travel)