

**Adopted: 1-7-18**

## **214 OUT-OF-STATE AND INTERNATIONAL TRAVEL BY BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control reimbursements for out-of-state and international travel by members of The Studio School Board of Directors as required by law.

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

Members of the Board of Directors have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues and development opportunities that may affect The Studio School, to acquire a basic understanding of school finance and budgeting, 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 board members. Occasionally, it may be appropriate for school board members to travel out of state or internationally to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state of Minnesota or the United States is appropriate when the school board finds it proper for a school board member or members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to any out-of-state or international meetings or conferences for which the member intends to seek reimbursement from the school district for any or all costs associated must be pre-approved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include all or portions of reasonable expenses related to transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other necessary school district work-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement of all approved travel-related expenses must be itemized on an established official school district form, and are to be submitted to the designated administrator for processing.
- B. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- C. Approved automobile travel shall be reimbursed at the mileage rate set by the school board.

- D. Unless otherwise approved or contractually designated, commercial transportation costs shall reflect economy fares and shall be reimbursed only for the actual cost of the trip using the most direct route(s) available.
- E. Amounts to be reimbursed shall be within the school board's pre-approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The Chair of the Board of Directors and/or Executive Director shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement, and shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

### ***Legal References:***

Minn. Stat. § 123B.09, Subd. 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)