

Policy Title	Policy Number	Date Approved/Revised
Out-Of-State Travel by Board Members	214	11/20/07 Revised: 12/14/10 Revised: 5/21/19

School Board Members of Board of Education of Independent School District 622 - North St. Paul-Maplewood-Oakdale have an obligation to become informed on the proper duties and functions of a School Board Member, to become familiar with issues that may affect the school district, 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 to fulfill their obligations.

1) Appropriate Travel

Travel outside the state is appropriate when the School Board finds it proper for School Board Members to acquire knowledge and information necessary to allow them to carry out their responsibilities as School Board Members. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the School Board.

2) Reimbursable Expenses

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.

3) Reimbursement

Requests for reimbursement must be itemized on the official school district form and submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

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

4) Establishment of Directives and Guidelines

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Rationale: *The purpose of this policy is to control out-of-state travel by School Board Members as required by law.*

Adoption and Revision History	Incorporated Policies
POLICY GM-023 OUT OF STATE TRAVEL BY SCHOOL BOARD MEMBERS This policy adopted: Nov. 20, 2007 Revised: Dec. 14, 2010	MSBA 214
214 OUT OF STATE TRAVEL BY SCHOOL BOARD MEMBERS This policy revised: May 21, 2019	

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)

Cross References:

MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)