

## **Policy 214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by Northfield School District Board of Education members in fulfillment of their role as school board members.

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

Board members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the 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 district policies that relate to their functions as school board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to all out-of-state meetings for which the member intends to seek reimbursement from the district must be preapproved by the board.

### **IV. REIMBURSABLE EXPENSES**

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

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official district form and are to be submitted to the superintendent's office. Itemized receipts for all expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the board's approved budget allocations, including attendance at workshops and conventions.

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

The superintendent or their designee shall develop a schedule of reimbursement rates for district business expenses, including those expenses requiring advance approval and

specific rates of reimbursement. They shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## Policy 214 Out-of- State Travel By School Board Members

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Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)