

Policy 412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify Northfield School District business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator.

III. REIMBURSEMENT

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, 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 school board.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop procedures for timely reimbursement of school district business expenses.

Procedures for Policy 412 Expense Reimbursement are located in [this document](#) on the district's website.

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Adopted: 02.28.2005; Updated: 09.27.2010, 12.14.2015, 04.14.2025; Reviewed: 08.19.2020

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. No. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)