

Policy 442 TRAVEL

I. PURPOSE

The purpose of this policy is to outline travel guidelines for Northfield School District employees and students.

II. GENERAL STATEMENT OF POLICY

1. Whenever possible, a district-owned vehicle will be used for in-district and out-of-district travel when that travel is a function of district employment. When a personal car must be used for travel, the employee will be reimbursed at the school board-approved standard mileage rate. If the IRS approved standard mileage rate changes during a calendar year this updated rate shall be reimbursed without formal school board approval.
2. Employees who work in multiple schools and staff who travel within the district for their role must submit a [monthly mileage log](#) for approval and reimbursement. Employees should review the procedures for [Policy 412: Expense Reimbursement](#).
3. All out-of-district conference and continuing education travel must be approved in advance.
4. In-district and out-of-district transportation of students for any activities must be in either district-owned vehicles or contracted vehicles. Emergency, unscheduled transportation may be conducted in non-district vehicles with a seating capacity of 10 or fewer people without meeting the requirements for a Type III vehicle as defined by Minnesota statute and in accordance with [Policy 610](#).

Policy 442 Travel

Adopted: 03.28.2005; Non-Substantive Updates: 03.18.2021; Updated: 06.08.2026

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 169.454 (Type III Vehicle Standards)