

## **Policy 412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to identify 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.

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

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

Policy 412- Expense Reimbursement

Adopted: 2/28/05

Revised: 9/27/10

Revised: 12/14/2015

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

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

Minn. Stat. § 15.435 (Airline Travel Credit)

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)

Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

#### ***Cross References:***

Policy 214 – Out-of-State Travel by School Board Members