

Policy #: <b>214</b>
Title: <b>OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS</b>
Date of Initial Approval: 06-12-2018
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Fiscal Services Director

**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

**II. GENERAL STATEMENT OF POLICY**

School board members 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.

**III. 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 other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**IV. REIMBURSABLE EXPENSES**

Reimbursable expenses include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses which are referenced in MSA Policy #740. Generally, it is expected that the MSA Business Office will be arranging most of the travel expenses prior to the activity (transportation, lodging, registration fees, reasonable accommodations outlined in MSA Policy #440 and/or required materials, etc.) and reimburse board members for only "out-of-pocket" expenses that occur during the trip. Exceptions to this must be approved by the board.

**V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official MSA form for non-state employees and are to be submitted to the Superintendent's office. Itemized receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the state of Minnesota. 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 school board's approved budget allocations, including attendance at workshops and conventions.

D. Amounts for reimbursement shall follow the same guidelines and regulations that determine reimbursement for all other school employees. (MSA Policy #740)

**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. 1035 (Aug. 23, 1999) (Retreat Expenses)*  
*Minn. Op. Atty. Gen. 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)*  
*MSA Policy #740 – Special Expense/Out-of-State Travel Policy*