

Renville County West 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. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. 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 school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. OUT-OF-STATE TRAVEL

- A. Occasionally, it may be appropriate for an employee to travel out of state to fulfill their obligations. Travel outside the state is appropriate when the school board finds it proper for an employee to acquire knowledge and information necessary to allow them to carry out their responsibilities. Specifics regarding out-of-state travel are described in individual contracts. Travel to out-of-state meetings for which the employee intends to seek reimbursement from the school district should be preapproved by the Superintendent and the School Board.
- B. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or

benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- C. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- D. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. PER DIEM POLICY

If a school employee or director is required to attend an event as a school district representative, expenses for registration, transportation, lodging and meals will be paid by the school. If a school employee or director wishes to attend an event as a school district representative that is not required, but will be of value to the district, a prior request for approval to his/her supervisor is required. If deemed appropriate based on the type of event, a written request for approval to the School Board may be necessary.

- A. Registration - to include meals, will be paid by the district. When appropriate, staff should make requests for classes through the Staff Development request form.
- B. Transportation - If school owned transportation is available, it will be used. If the employee chooses to take their personal vehicle while a school vehicle is available mileage will be reimbursed one way. If school owned transportation is not available the district will pay round trip mileage provided the fund manager approves.
- C. Lodging - Invoice driven. The district will pay the moderate rate at the convention or workshop lodging facility.
- D. Meals - Flat rate or invoice driven with flat rate maximum at fund manager's discretion. The district will reimburse the employee for meals for times when school district business requires the employee to be absent from his/her normal abode. The flat rate is: breakfast \$10.00, lunch \$15.00, dinner \$25.00 or \$50.00 maximum per day.

From the flat rate reimbursement claim the employee will deduct for meals included with a registration. If a bus driver is given a free meal in his/her capacity as a bus driver, he/she should not submit a voucher for that same meal. Fund managers can initiate a local dinner meeting only with superintendent approval.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

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