

OUT-OF-STATE TRAVEL BY ASEC BOARD MEMBERS

Area Special Education Cooperative #997-52

Policy: 214

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

ASEC 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 ASEC board finds it proper for 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 pre-approved by the school board.

IV. REIMBURSEABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district-related expenses

V. REIMBURSEMENT

- a) Requests for reimbursement must be itemized on the official school district form and are to be submitted to the board chair. 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 ASEC board. 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 ASEC board's approved budget allocations, including attendance at workshops and conventions.
- d) All reimbursements are subject to Travel Policy #701.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for ASEC district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submissions of requests for reimbursement.

VII. ANNUAL REVIEW

This policy must be annually reviewed by the school board.

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. No. 1035 (August 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 District Policy 701 – Travel Policy

Date Adopted: 1/20/2009

Revised: 1/19/2010

Next Scheduled Revision: 1/19/2011