409.00   TRAVEL EXPENSE REIMBURSEMENT

The School District shall reimburse employees and school board members for travel expenses incurred while:
1. Representing the School District in an official capacity
2. Conducting School District business
3. Attending professional meetings.

AUTHORIZATION
All school district business expenses to be reimbursed shall be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

REIMBURSEMENT
1. 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.
2. Automobile travel for employees and school board members shall be reimbursed at the mileage rate set by the school board. School Board members will not be reimbursed for local automobile mileage to and from meetings. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
3. An employee or a school board member may draw on the travel-advance fund of the district to cover expenses for travel to conventions or conferences held outside of the metropolitan Twin Cities Area.

ESTABLISHMENT OF TRAVEL PROCEDURES
The superintendent shall develop travel procedures that detail the responsibilities of an employee or a school board member traveling on behalf of the district, the requirements for reimbursement and the timelines for submission of the reimbursement request.

LEGAL REFERENCES*:*
 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: