

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by Achieve Language Academy (Achieve) Board members as required by law.

II. GENERAL STATEMENT OF POLICY

Achieve 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 Achieve, 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 Achieve policies that relate to their functions as school board members. Occasionally, it may be appropriate for Achieve Board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the Achieve 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 regional or national meetings of the National School Boards Association, or similar Charter School Boards Associations, is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from Achieve should be preapproved by the Achieve Board.

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official Achieve 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 then-current Internal Revenue Service reimbursement rate for mileage. 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 Achieve Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Executive Director shall develop a schedule of reimbursement rates for Achieve business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Achieve Policy 412 (Expense Reimbursement)