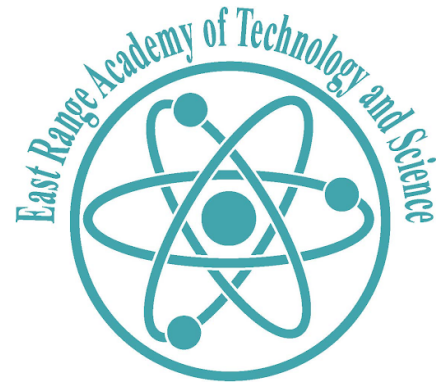


Board Policy
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**Expense and Reimbursement —
Board and Staff**



Adopted: 8/5/2010

*Revised: 10/2/2017
August 2021*

I. PURPOSE

The purpose of this policy is to identify school business expenses that involve initial payment by an employee or school board member and qualify for reimbursement from the school, and to specify the manner by which the employee or board member seeks reimbursement.

II. AUTHORIZATION

All school business expenses to be reimbursed must be approved by the school's director and, whenever possible, by the school's board using the requisition process, prior to the expense being accrued. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school 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 school's director. 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. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school's board shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of

reimbursement. The school's director shall develop directives and guidelines to address methods and times for submission of requests for reimbursement.

The school shall abide by the Minnesota Department of Education Commissioner's Plan of reimbursements, which, as of January 1, 2017 is as follows:

Meals: Breakfast \$9.00 Lunch \$11.00 Dinner \$16.00
 or a combination of meals not to exceed \$36.00 per day

Lodging: Hotel and motel accommodations provided that employees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.