

Revised: _____

429 Travel Policy

Travel done for school district business will be reimbursed according to federal and state guidelines. Whenever possible, travel should be accomplished using school vehicles. A mileage chart for travel in Minnesota has been completed and will be used to decide miles for reimbursement from the various schools in our district to towns on the chart when an employee uses his/her own vehicle. All travel must be approved by an employee's supervisor prior to the actual event.

1. Approval of Travel Expenses

Upon completion of a trip for school purposes, the employee may request reimbursement in two ways.

- a. If the reimbursement is for mileage only, the employee will complete the Mileage Record form which is available through the District Business Office or the secretaries in each school building. The form is signed by the employee and his/her supervisor and then sent to the district office for processing. The Superintendent's travel expense forms will be approved by the Chair of the School Board.
- b. If the reimbursement includes a variety of expenses (i.e., registrations, meals, lodging, mileage, parking, telephone, entry fees, etc.) the Business Expense Report Combined Claim and Verification Form must be completed. Original receipts for expenses other than mileage must be attached to the Claim Form in order for those expenses to be reimbursed. The form is signed by the employee and his/her supervisor and then sent to the District Office for processing. The Superintendent's travel expense forms will be approved by the Chair of the School Board.
- c. All travel expenses will be approved by the Board at their regularly scheduled monthly meetings.

2. Reimbursement Rates

- a. Mileage – reimbursed at the current IRS rate.
- b. Meals - \$5.00 for breakfast, \$7.00 for lunch and \$13.00 for dinner or for no more than \$25 per day in any combination. The employee would be eligible for reimbursement for breakfast only if he/she left home by 6:00 A.M. or had stayed overnight for a longer than one day conference. Reimbursement for dinner is applicable if the employee will not return home until 7:00 P.M. or later or is staying overnight at a longer than one day conference.

- c. Lodging is paid for the employee only and doesn't include costs for any family member.
- d. Airfare costs are paid for the employee only for business or coach fares to and from a convention/conference site.