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School Board Revised: May 27, 2014
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Contact Person: Superintendent

POLICY 214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

To control out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

School 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 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 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 School Board finds it proper for School 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 is presumed to fulfill this purpose. Travel to other out-of-state activities for which the member intends to seek reimbursement from the District should be pre-approved by the School Board at a regularly scheduled meeting.

IV. RESPONSIBILITY

Upon return from a School Board approved out-of-state travel, a School Board member will submit a written report to the School Board, within 30 calendar days of the School Board member's return, covering the knowledge and information acquired that will allow the School Board member to carry out their responsibilities as a School Board member.

V. REIMBURSABLE EXPENSES

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

VI. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official District form and are to be submitted to the Superintendent's office for processing. 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 fare, and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the School Board's approved budget allocation, including attendance at workshops and conventions.

VII. PROCEDURES

- A. The School Board shall pre-approve all out-of-state travel at a regularly scheduled meeting.
- B. A planned itinerary will be submitted to the Superintendent's office prior to departure.
- C. Superintendent's office will assist the School Board member with advance deposits, travel expense advances and reservations.
- D. Superintendent's office will assist the School Board member in obtaining reimbursement for the travel. Expense reimbursement is subject to District Policy 412, Expense Reimbursement.