

*Adopted: August 26, 1996*  
*Reviewed: Feb., 1999, Dec., 1999; Oct., 2003, Feb. 2007*  
*Review Date: February 2010*

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

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

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary school district 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 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 mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.

### **IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

***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:* Policy 214 (Out of State Travel by School Board Members)

**412A EXPENSE REIMBURSEMENT--SCHEDULE OF REIMBURSEMENT RATES, TIMELINES, AND GUIDELINES FOR REIMBURSEMENT**

- A. Employees of Independent School District No. 2897 may be reimbursed for the following travel expenses and for other appropriate expenses subject to prior approval and limitation by the administrator responsible for the appropriate program budget.
  - 1. Lodging (if not available by district purchase order).
  - 2. Meals (only if overnight stay is required).
    - a. Meal expense during a non-overnight trip may be allowed if specifically provided for in a grant or grant-type program.
  - 3. Mileage (rate determined by separate board action).
    - a. District owned vehicles shall be used if available, privately owned vehicle may be used if not.
    - b. If the use of a district vehicle is declined, the reimbursement rate will be equal to the rate established by the business office as the average per mile operating cost of the district vehicles or the mileage rate established by the board, whichever is less. Currently, this amount is \$.10 per mile.
    - c. Private vehicle mileage claimed shall be the shortest direct route between the workplace and the destination.
      - 1) Additional miles necessary to accomplish the purpose of the trip may be included in the claim.
- B. Claims should be made on the expense report form provided by the district.
  - 1. Submit claims to authorizing administrator for final approval.
- C. All receipts or copies must be submitted with the expense report. Claims will be processed within two weeks of the time they are received by the business office.