

Policy 214

Out-of-State Travel by School Board Members



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
BRAVELY LIVE THEIR TRUTH,
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Adoption:	January 22, 2024
Revision History	
Last Board Review: January 22, 2024	
Next Board Review: January 2027	
Review Frequency: Every 3 Years (per Policy 208)	

I. PURPOSE

The purpose of this policy is to control expense reimbursement 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 HLCS, 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 Heartland Lakes Community School's 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 Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from HLCS should be pre-approved by the School Board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips up to 15%, and other reasonable and necessary HLCS related expenses.

V. REIMBURSEMENT

- A.** Requests for reimbursement must be itemized on the reimbursement form and are to be submitted to the Business Manager. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form with original receipts. Heartland Lakes Community School will not reimburse for alcohol of any kind.
- B.** Automobile travel shall be reimbursed at the mileage rate following the Federal reimbursement rates. 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 School Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Note: The applicability and enforceability of this policy 214 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.