

Policy 412

Expense Reimbursement



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:	July 10, 2023
Revision History	
Last Board Review: July 10, 2023	
Next Board Review: July 2025; July 2028	
Review Frequency: Every 3 Years (per Policy 208)	

I. PURPOSE

The purpose of this policy is to identify Heartland Lakes Community School (HLCS) business expenses that involve initial payment by an employee, and qualify for reimbursement from HLCS, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All HLCS business expenses to be reimbursed must be approved by the Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips of up to 15%, and other reasonable and necessary HLCS business-related expenses.

III. 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. 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.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. All HLCS business expenses will require advance approval.

Note: The applicability and enforceability of this policy 412 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.