

## **Dassel-Cokato**

*Adopted: 8/26/99*

*Revised: 06/29/2007*

### **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**

School District personnel or persons representing the school district who use their personal vehicle to travel to a destination out of the school district or within the district and have the prior approval of the superintendent or his/her designee, will be reimbursed at the same rate as the IRS Standard mileage rate, effective July 1, 2002.

The school district retains a vehicle for use by school personnel. Any district personnel planning out-of-district travel are to check the availability of that vehicle before seeking prior authorization to collect reimbursement for the planned trip. Personnel will normally be required to use the district vehicle for travel if it is available.

School personnel or representatives of the school district who, with the advanced approval of the superintendent or his/her designee who are on school business out of the district may receive reimbursement for meals of up to \$26.00 for a full day or up to \$7.00 for breakfast, \$7.00 for lunch and \$12.00 for dinner. Personnel are asked to verify the actual expense of meals with a valid receipt.

Approval to be reimbursed for the cost of lodging must be obtained in advance from the superintendent or his/her designee. The district will reimburse school personnel (up to cost of a medium priced facility) per night for approved lodging per individual employee. When an employee is sharing a room with another person, the district will pay on the rate for a single occupancy.

Lodging will be reimbursed only when an employee submits a copy of the hotel/motel/dormitory/inn statement. If the employee did share a room, the single rate must be marked on the statement. Other reasonable expenses connected with the travel of school personnel while conducting school district business shall be reimbursed.

Lodging within a 60 mile radius of the school district is not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the superintendent will exceptions be permitted.

The cost of registration fees or admissions will be reimbursed when receipts are submitted for verification.

Other reasonable expenses connected with the travel of school personnel while conducting school district business may be reimbursed.

School personnel who are approved to travel on a daily basis between the schools will be paid \$125 for the school year to cover the cost of such travel (or may submit actual mileage for reimbursement at the same rate as the IRS standard mileage rate, effective July 1, 2002).

All requests for reimbursements must be submitted no later than two weeks into the next fiscal year.

***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:***