

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

**412 TRAVEL 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. DEFINITION**

**III. GENERAL STATEMENT OF POLICY**

It is the policy of Prior Lake-Savage Area Schools that 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 and other reasonable and necessary school district business-related expenses. Alcoholic beverages are excluded from reimbursement.

**A. REIMBURSEMENT**

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Itemized receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.

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 the actual cost of the trips.

**B. 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 reimbursements. Guidelines will be reviewed by the school board and available in the business office. All expense reimbursements shall comply with Minnesota Statute.

## EXPENDITURE REIMBURSEMENT PROCEDURES

### Mileage and Expense Reimbursement Claims

All claims for mileage and expense reimbursement shall be submitted on a monthly basis except in instances where the claim does not exceed \$50.00. In such instances, the claimant must submit the claim for reimbursement when the \$50.00 is attained but not to exceed thirty (30) days.

### Air Travel

Travelers should arrange for the most economical airfare available consistent with circumstances. The District will pay up to coach fare only. All receipts and ticket stubs must be attached to the reimbursement request.

### Hotel

Rate for standard room will be approved. Amount over and beyond this rate will not be approved. Generally, a one-day meeting will be assumed to require one night's lodging only. Reimbursement will only be for the time spent directly on school business. If a person arrives in a city earlier or leaves later than is necessary for the assignment, it will be assumed that the expenses incurred are for personal reasons and are not reimbursable. Internet connection fees will be reimbursable.

### Meals

Individuals will be reimbursed for reasonable expenditures for meals while attending conferences. Alcoholic beverages are excluded. Expenses for meals will be reimbursed up to \$53.00 per day or actual cost whichever is lower. For individual meals, the following guidelines are to be followed:

Breakfast	\$12.00
Lunch	\$16.00
Dinner	\$25.00

Reimbursement for meals may include the tip, provided it does not exceed 15%. Total may be exceeded in the case of a banquet, which includes cost of program; or when attending in locations where meal expenses typically higher: however, a written explanation and itemized receipt must be included to support the reimbursable expense with supervisor signature.

School Board Adoption: July 13, 2020

An Equal Opportunity School District