

## **214 EXPENSES INCURRED BY GOVERNING BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to account for travel and other expenses incurred by governing board members in carrying out their responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

Governing board members have an obligation to become informed on the proper duties and functions of a governing board member, to become familiar with issues that may affect the Carver-Scott Educational Cooperative (CSEC), 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 CSEC policies that relate to their functions as governing board members. Occasionally, it may be appropriate for governing board members to incur travel and other expenses to fulfill their obligations.

### **III. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary CSEC-related expenses.

### **IV. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official CSEC 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 governing board. 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 governing board's approved budget allocations, including attendance at workshops and conventions.

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

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

## **VI. ANNUAL REVIEW**

This policy must be annually reviewed by the governing board.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
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)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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