

Parnassus Preparatory School

Governance Policies Group

OUT OF STATE TRAVEL BY BOARD POLICY - GOV 214

I. PURPOSE

The purpose of this policy is to control out-of-state travel 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 the school, 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 school 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 Parnassus' Board finds it proper for school Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school 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, and other reasonable and necessary school related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official Parnassus' form and are to be submitted to Parnassus' Headmaster and Business Manager. While Parnassus is pre-operational, reimbursement form and receipts are to be submitted to Parnassus' Treasurer and Parnassus Board Chair for approval and processing. All receipts, including 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 Parnassus 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 Parnassus Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

VII. ANNUAL REVIEW

This policy must be annually reviewed by the Board of Directors.

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)