



## **POLICY 214 – OUT-OF-STATE TRAVEL BY BOARD**

### **I. PURPOSE**

The purpose of this Policy is to control out-of-state travel by school Board members of Parnassus Preparatory School (the “School”), 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 the School Board finds it proper for 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 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 the School’s Executive Director. 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 Executive Director. 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 Board’s approved budget allocations, including attendance at workshops and conventions.

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

The Executive Director shall develop a schedule of reimbursement rates for Parnassus 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.

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### **Legal References**

1. Minn. Stat. § 124E.07 (Board of Directors)
2. Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
3. Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

***Cross References***

1. Policy 412 - Expense Reimbursement