

North Lakes Academy

Policy #: 706

Policy Name: Out-Of-State Travel By School Board Members

Adopted: June 28, 2010

Revised:

I. PURPOSE

The purpose of this policy is to control out-of-state travel by School Board Members (SBM) as required by law.

II. GENERAL STATEMENT OF POLICY

SBM have an obligation to become informed on the proper duties and functions of a School Board, to become familiar with issues that may affect North Lakes Academy, 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 a SBM. Occasionally, it may be appropriate for SBM 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 SBM to acquire knowledge and information necessary to allow them to carry out their responsibilities as SBM. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district 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 an official school form and are to be submitted to the Business Manager. 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 School 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 School Board approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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