

**ROSEVILLE AREA SCHOOLS**  
Independent Schools District No. 623

File: BT  
Page: 1 of 2

**SUBJECT: OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to assure compliance with state law regarding out-of-state travel by Board members.

**II. GENERAL STATEMENT OF POLICY**

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 Roseville Area Schools 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 Roseville Area School policies that relate to their function as Board members. Occasionally, it may be appropriate for Board members to travel out of state to fulfill Board obligations.

**III. APPROPRIATE TRAVEL**

Travel outside the state for which a Board member intends to seek reimbursement is appropriate when such travel preapproved by the Roseville Area 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 district-related expenses.

**V. REIMBURSEMENT**

- A. Requests for reimbursement must comply in all respects with Roseville Area Schools' reimbursement procedures.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

VII. ANNUAL REVIEW

The Board must review this policy annually.

*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:* Policy GAL: Expense Reimbursement

Adopted: 1/24/06