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*MTCS Policy 214  
MSBA Orig. 2005*

*Revised: August 28, 2025*

*Rev. 2009*

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS I.**

### **PURPOSE**

The purpose of this policy is to control out-of-state travel by Minnesota Transitions Charter School (MTCS) Board members as required by law.

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

MTCS 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 MTCS, 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 MTCS policies that relate to their functions as school board members. Occasionally, it may be appropriate for MTCS Board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the MTCS Board finds it proper for Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association, or similar Charter School Boards Associations, is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from MTCS should be preapproved by the MTCS 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 MTCS-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official MTCS 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 then-current Internal Revenue Service reimbursement rate for mileage. 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 MTCS Board's approved budget allocations, including attendance at workshops and conventions.

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

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

***Legal References:*** Minn. Stat. § 124E.07 (Board of Directors)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

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

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