

REIMBURSEMENT POLICY FOR EXPENSES FOR BOARD TRAINING AND SCHOOL RELATED ACTIVITIES

I. Purpose

The purpose of this policy is to ensure that the board understands its role in receiving reimbursement for training and school related activity.

II. General Policy

The Board encourages all members to exceed the training as required by 124E and the Authorizer may require. We believe that a well-trained board will help the school function efficiently and provide the best education opportunities for our students. We also believe that an engaged board helps us deliver on our purpose and welcome to participate in school activity where there may be a financial requirement.

III. In-State Preference

The board recognizes its fiscal responsibilities to its students and encourages the board members to actively help with sound financial practices including training. When Metro is asked to pay for board training, it is first the preference of the board to have as many board members attend the training as possible to lower costs where feasible. It is also the preference of the board to attend training in the Twin Cities as much as possible. If Metro is being asked to pay expenses for out of state training it should only be done when no local alternative is available and only after discussion of the merits of the training has been discussed at a board meeting.

IV. Activity Related to the Mission of Metro

Any activity or expense for which a board member seeks reimbursement must be related to fulfilling the mission of Metro. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district business-related expenses.

V. Procedure

Any board member attending any training that is not at the school or previously agreed to at a board meeting must give at least a 30 day notice prior to attending with a requirement that it be approved by the board prior to attending. The board member applying shall bring a description of the training and explain why the training is desired and if there are less costly alternatives.

Any training not approved by the board will not be eligible for reimbursement for the fees paid nor associated expenses.

For any activity related to the school any expense exceeding \$50 (fifty) dollars shall require pre-approval from the board. The request for such an expense shall be put in

writing and directed to the Executive Director. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

VI. Reimbursement

Reimbursement shall only be made upon the attendee presenting a receipt and proof of attendance of the training. The board may ask the attendee in exchange for payment to present the materials and make a short presentation of the acquired knowledge.

A receipt or credit card statement must be presented to the Executive Director within 30 days of the expense being incurred for any school related activity.