

Adopted: April 18, 2014

Revised: November 20, 2023

AGAMIM CLASSICAL ACADEMY POLICY

Personnel, No. 412

EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school business expenses that involve initial payment by an employee and qualify for reimbursement from the school, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school business expenses to be reimbursed must be approved by the Executive Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school business-related expenses. In the event the business expense reimbursement is for the Executive Director, approval must come from the Board Treasurer or the Treasurer's designee.

III. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the Executive Director. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form. Any forms submitted by the Executive Director for reimbursement shall be sent for approval by the Board Treasurer or the Treasurer's designee.

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. Travel that is permitted by administration must fit the mission, vision, and goals of the school.

D. Reimbursement maximums for meals per meal/per approved employee (including tax and tip) is as follows. The school will not reimburse the cost of alcoholic beverages or other intoxicants.

IN STATE

Breakfast: \$13.00

Lunch: \$16.00

Dinner: \$23.00

OUT OF STATE

Breakfast: \$15.00

Lunch: \$20.00

Dinner: \$30.00

IV. AIRLINE TRAVEL CREDIT

A. Per Minn. Stat. § 15.435 (Airline Travel Credit), Agamim employees utilizing public funds to pay for airline travel, any credits or other benefits issued by an airline must accrue to the benefit of the public body (Agamim) providing the funding.

In the event the airline will not honor a transfer or assignment of any credit or benefit, or if the employee's flight is involuntarily changed by the airline, the employee/passenger shall report receipt of the credit, benefit, or involuntary change in flight to the public body (Agamim) issuing the initial payment within 90 days of receipt. Failure to report the transfer or assignment of a credit or benefit or the involuntary change of a flight by the airline may require additional action from the school. Reimbursement for airline travel and other related expenses may be delayed until such documentation is provided.

The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References:

Minn. Stat. § 15.435 (Airline Travel Credit)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References:

Agamim Policy 214: Out-of-State Travel by School Board Members