

POLICY OF OSAKIS PUBLIC SCHOOL, ISD 213

Approved by the Board on 12/12/2022

Policy #732: Conference/Meeting Attendance and Expense Allowances

Requests for Conference/Meeting Attendance are made to and approved by your Supervisor following the flow of Higher Approval Authority* provided they fall within their annually approved department budget.

Expense Allowances for all staff members authorized to travel on behalf of the District for Conference/Meeting/Event attendance are to be handled in the following manner:

To be reimbursed for all authorized expenses, you must submit an expense report accompanied by original itemized receipts approved by your Supervisor following the flow of Higher Approval Authority*. Those expense reports will be then reimbursed following our School Procedure for Purchase Orders/Claims/Disbursements.

1. **Mileage** – Will be paid at the Federal IRS Reimbursement rate per mile when a school vehicle is not available and you are using a personal vehicle. When possible, car pool. Please expense only for the shortest route from the lesser of your home address or the School. Please list the departure and destination addresses on your claim form.
2. **Lodging** – Actual reasonable lodging costs will be paid for staff members who incur expenses:
 - a. If the required activity begins prior to 10:00am and if the activity site is more than 100 miles one way; or
 - b. If a staff member is required to leave home more than two (2) hours before the scheduled start of an activity; or
 - c. If the required attendance at the activity continues beyond 10:30pm and the activity site is more than 60 miles, one way, from the School;
 - d. If the activity is a two-day event and the activity site is more than 60 miles, one way, from the School.

In all instances, a lodging receipt is required.

3. **Meals** – Reimbursement for meals will be provided for persons whose activity site is more than 60 miles from the School provided that:
 - a. Breakfast will be allowed if the staff member must leave home before 6:00am to attend the meeting or event
 - b. Lunch, if not provided with the registration, will not be approved unless the staff member is on an overnight trip.
 - c. Dinner will be approved following the meeting or event if the staff member arrives home after 7:00pm

Meal Maximums are recommend rates received from the State of Minnesota

<https://www.mmd.admin.state.mn.us/commissionersplan.htm> and have been established by the School Board. Meal allowances (includes tax and gratuity) must be actual expenses and may not exceed:

Breakfast – \$10

Lunch—\$13

Dinner—\$19

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In general, meals are reimbursable only when on an overnight trip or when eating with someone on a business matter that cannot reasonably be conducted at another time. Routine meals on the road are not reimbursed. Alcoholic beverages are never reimbursable. Original receipts must be provided for each expenditure except parking meters and mileage. **Meals will only be reimbursed with a proper itemized receipt.** The receipt must list the business purpose and the name of the individuals participating in the meeting. Total reimbursement shall not exceed the meal maximum as specified above.

*Higher Approval Authority is your immediate Supervisor based on the chart below:

Personnel	Higher Approval Authority
School Board Member	School Board
Superintendent	Designated School Board Member/School Board
Elementary and High School Principals	Superintendent
Department Area Managers (Custodial, Food Service, Grounds, IT, Bus Service Manager, Activities Director)	Superintendent
High School Faculty and Staff	High School Principal
Elementary Faculty and Staff	Elementary Principal
District Office Staff	Superintendent
Shared Staff	Department Area Managers (Custodial, Food Service, Grounds, IT)