

Adopted: April 26, 2023

Revised: \_\_\_\_\_

## **BLUESKY CHARTER SCHOOL POLICY No. 7.3.2 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

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

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses. Great effort must be made to have BlueSky Charter School make the purchase. However, if circumstances prevent this, pre-approval must be received from the supervising administrator.

### **III. MILEAGE, TRANSPORTATION & PARKING REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the supervising 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 mileage rate set by the school board. Commercial transportation (ie. Uber, taxi, bus, shuttle, ferry) shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Rental car use must be pre-approved by a designated school official.
- D. Mileage to drive to and from the airport is included in regular mileage reimbursement but is not to exceed 200 miles round trip.
- E. Parking fees may be reimbursed as reasonable and necessary, with a receipt. Parking at an airport shall not exceed five days.
- F. Mileage reimbursement will be provided for testing proctors (MCA, ACCESS, SPED Evaluation, ACT) at the rate set by the school board and not to exceed 200 miles round trip unless prior approval was granted.

G. Mileage to required staff meetings is NOT reimbursable. Mileage to organized department meetings is NOT reimbursable. Mileage to graduation, prom, and other BlueSky sponsored activities is NOT reimbursable.

#### **IV. MEAL REIMBURSEMENT**

A. Reimbursed amounts for meals will follow Internal Revenue Service (IRS) guidelines and school board policy. All expenses must be reasonable based on the value of an average breakfast, lunch, or dinner in the area. Alcoholic beverages will NOT be reimbursed.

B. Meals included as part of the event/conference are reimbursed under the registration and not as a meal expense. If the hotel or conference includes meals with registration, then that cost is subtracted from the total meal reimbursement allotted for the day based on the IRS guidelines.

#### **V. AIRLINE TRAVEL**

A. Airline travel will only be reimbursed at the coach, economy, group or standard rate.

B. Ticket purchases must be made by BlueSky Charter School unless otherwise approved by the supervising administrator.

C. Benefits issued by any airline accrue to the benefit of BlueSky Charter School. Employees shall report benefit information as follows:

1. Contact the BlueSky Charter School office, prior to making airline travel arrangements, to set up any benefit plan in the name of school whenever possible.
2. When requesting reimbursement for personal airline travel expenses, contact the BlueSky Charter School office with the airline travel benefit information. Personal airline travel expenses shall not be reimbursed until such benefit information is provided to the school district office.

#### **VI. LODGING**

1. Reservations for lodging must be made by BlueSky Charter School as pre-approval and only the actual cost paid, unless otherwise approved by the supervising administrator.
2. Double rooms should be purchased whenever possible.
3. Lodging may be reimbursed for required staff meetings that are 2 or more consecutive days and if travel is greater than 120 miles round trip.

4. Lodging may be reimbursed for testing proctors if testing is 2 or more consecutive days.
5. Lodging may be reimbursed for testing proctors if travel is greater than 120 miles round trip.

**VII. TIMEFRAME FOR REQUEST**

All requests for reimbursement shall be submitted to the designated school official within 60 days of incurring the expense, unless otherwise approved by the supervising administrator.

**VIII. EXCEPTIONS**

Additional circumstances beyond what is outlined in this policy may allow for reimbursement upon approval from the Executive Director or Principal.

***Legal References:*** Minn. Stat. §15.435 (Airline Travel Credit)  
Minn. Stat. §471.661 (Out-Of-State Travel)  
Minn. Stat. §471.665 (Mileage Allowances)  
MSBA/MASA Policy 412 (Orig. 1995, Rev. 2008)  
Booth & Lavorato LLC Model Policy 7.3.2 (Orig. 2013)