

Adopted: January 8, 2015

Revised: August 8, 2016

COMMUNITY OF PEACE ACADEMY POLICY No. 7.3.2 EXPENSE AND REIMBURSEMENT FOR BOARD AND EMPLOYEES

I. PURPOSE

School board members and employees participate in school-related activities that enhance their ability to serve students. Therefore, certain expenses of board members and employees may be reimbursed by Community of Peace Academy upon proper request. Reimbursement of expenses for public employees is governed by state and federal law as well as school board policy.

II. POLICY STATEMENT

Community of Peace Academy will reimburse school board members and employees only for actual expenses that are directly related to the school board member's or employee's responsibilities related to Community of Peace Academy and submitted and approved pursuant to this policy.

III. IMPLEMENTATION

- A. All expenses that are reimbursed must be incurred while attending or participating in school-related functions in the capacity of a school board member or employee.
- B. All expenses must be reasonable in light of industry standards.
- C. A receipt is required for reimbursement, unless a different arrangement, such as an electronic funds transfer, is approved by a designated school official as directed by the school board.
- D. Transportation and Parking. Reimbursement of expenses is guided by the following:
 - 1. Automobile mileage at the established rate by the Internal Revenue Service (IRS);
 - 2. Rental care use must be pre-approved by a designated school officials;
 - 3. Mileage to drive to and from the airport is included in regular mileage reimbursement.
 - 4. Fees for cab services may be approved as reasonable and necessary.

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.

5. Parking fees may be reimbursed as reasonable and necessary, with a receipt. Parking at an airport shall not exceed five days.
- E. Meals. Reimbursement of expenses is guided by the following:
1. Meals will be reimbursed for events in the Twin Cities area only under the following guidelines:
 - a. Meal is consumed as part of an authorized meeting;
 - b. Meal is consumed while supervising an approved student activity; or
 - c. Meal is consumed directly before or after an event, workshop, or conference that is being held outside of the school district.
 2. Meals included in a larger event registration are reimbursed under the registered event and not as a meal expense.
 3. Reimbursed amounts 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.
- F. Airline Travel. Reimbursement of expenses is guided by the following:
1. Airline travel will only be reimbursed at the coach, group or standard rate.
 2. Ticket purchases must be made by the Community of Peace Academy, unless otherwise approved by the school board or designated representative.
- G. Lodging. Reimbursement of expenses shall be guided by the following:
1. Reservations for lodging must be made by Community of Peace Academy as pre-approval and only the actual cost paid, unless otherwise approved by the school board or designated representative.
 2. Double rooms should be purchased whenever possible.
 3. Lodging in the Twin Cities area is reimbursed only as necessary to supervise students or to participate in an approved school activity or event.
- H. Imprest Funds. (i.e. advance system for petty cash or other purpose).
1. The school board may establish imprest funds, such as for petty cash, to pay proper claims where it is impractical to pay by another method. Imprest funds are governed by the following:

- a. A custodian must be appointed for the funds safekeeping and disbursement according to law.
- b. Imprest funds are transferred from the general fund.
- c. An itemization of the funds disbursed must be presented at the board meeting following the disbursements.
- d. Funds are replenished as needed.
- e. Advances on the fund may be made for board members and employees to attend meetings outside of the school district.

IV. PROCESS

- A. Declaration and Writing. A request for reimbursement must be made in writing, with itemization of the reimbursement being sought and a receipt attached (unless otherwise approved).
- B. 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 school board or designated representative.

Legal References: Minn. Stat. §124E (Charter Schools)
Minn. Stat. §15.435 (Airline Travel Credit)
Minn. Stat. §123B.11 (Imprest Cash Funds)
Minn. Stat. §471.661 (Out-Of-State Travel)
Minn. Stat. §471.665 (Mileage Allowances)