



Adopted MSBA/MASA Model Policy 214

Revised: 2023 (Originated 2005)

214 Out-of-State Travel by Brightworks Board Members

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

It is the policy of BrightWorks, the service cooperative, to control out-of-state travel by BrightWorks board members as required by law.

II. GENERAL STATEMENT OF POLICY

BrightWorks board members have an obligation to become informed on the proper duties and functions of a BrightWorks board member, to become familiar with issues that may affect the service cooperative, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and BrightWorks service cooperative policies that relate to their functions as BrightWorks board members. Occasionally, it may be appropriate for BrightWorks board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the BrightWorks board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to regional or national meetings of the Association of Educational Services Agency (AESAs) and Minnesota Service Cooperative (MSC) are presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the service cooperative should be pre-approved by the BrightWorks board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary BrightWorks expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official service cooperative form and are to be submitted to the executive director or designee. 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 business office. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the BrightWorks Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The executive director shall develop a schedule of reimbursement rates for service cooperative 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. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
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)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development) MSBA/MASA Model Policy 412 (Expense Reimbursement)