

I. PURPOSE

The purpose of this policy is to control out-of-state travel by members of Athlos Academy of St. Cloud's Governing Board as required by state law.

II. POLICY

- A. Governing Board members have an obligation to become informed on their proper responsibilities, to become familiar with issues that may affect Athlos Academy of St. Cloud, 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 school policies that relate to their functions as Governing Board members.
- B. Occasionally, it may be appropriate for Governing Board members to travel out of state to fulfill their obligations.
- C. Appropriate Travel:
 - 1. Travel outside the state is appropriate when the Governing Board finds it proper for members to acquire knowledge and information necessary to allow them to carry out their responsibilities.
 - 2. Travel to all out-of-state meetings for which the member intends to seek reimbursement from the school should be approved beforehand by the Governing Board.
- D. Expense Limits:
 - 1. Requests for reimbursement must be itemized and are to be submitted to the Lead School Administrator with receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses attached.
 - 2. Automobile travel shall be reimbursed at the mileage rate set by the Governing Board.
 - 3. Amounts to be reimbursed shall be within the Governing Board's approved budget allocations, including attendance at workshops and conventions.

Legal References:

[Minn. Stat. § 471.661](#) (Out-of-State Travel)
[Minn. Stat. § 471.665](#) (Mileage Allowances)