

I. PURPOSE

The purpose of this policy is to identify school related business expenses that involve initial payment by an employee, and qualify for reimbursement from Athlos Academy of St. Cloud, and to specify the manner by which the employee requires reimbursement.

II. POLICY

A. Reimbursement:

1. Requests for reimbursement must be itemized on an official school form and are to be submitted to the Lead School Administrator or designee.
2. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
3. Automobile travel shall be reimbursed at the mileage rate set by Athlos Academy of St. Cloud's Governing Board.
 - a. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

B. Establishment of Directives and Guidelines:

1. The Lead School Administrator or designee shall develop directives and guidelines for reimbursement of school business expenses.

Legal References:

[Minn. Stat. § 15.435](#) (Airline Travel Credit)

[Minn. Stat. § 471.665](#) (Mileage Allowances)