

Adopted: 1/15/2026

Revised:

**ROCHESTER BEACON ACADEMY
POLICY No. 214
OUT-OF-STATE TRAVEL BY CHARTER SCHOOL BOARD MEMBERS**

I. PURPOSE

The purpose of this policy is to control out-of-state travel by members of the Rochester Beacon Academy ("RBA") school board as required by law.

II. GENERAL STATEMENT OF POLICY

RBA board members have an obligation to become informed on the proper duties and functions of an RBA board member, to become familiar with issues that may affect RBA, 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 RBA policies that relate to their functions as RBA school board members. Occasionally, it may be appropriate for RBA school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when RBA's school board finds it proper for its school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National Charter School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which a board member intends to seek reimbursement from RBA should be preapproved by the school 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 RBA-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official RBA form and are to be submitted to the Executive Director. 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 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 school 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 charter school 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. § 124E.07 (Board of Directors)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)