

BRAHAM SCHOOL DISTRICT
531 Elmhurst Ave S
BRAHAM, MN 55006

COMBINED CLAIM AND CLAIM VERIFICATION FORM

CHECK PAYABLE TO: _____

EVENT ATTENDED: _____

DATE	Description (Lodging, Meals, Mileage, etc)	\$ Amount

TOTAL \$ _____

I declare under penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

Date

Signed: _____
Signature of Claimant

Approver's Signature

Program Charged To

STAFF TRAVEL AND RELATED EXPENSES

Policy #412

- I. Overall Philosophy -- It shall be the policy of the Braham School District 314 that limited staff travel will result in a dual benefit to the school district: (1) To the school district through increased staff expertise, and (2) to the staff member as an individual. Therefore in budgeting for and reimbursing staff travel and expenses, it is not anticipated that the reimbursement will always cover all if the staff member's expense.
- II. Out-of-District Travel -- Staff members traveling outside of the Braham School District will request authority to do so and have approval in advance.
 - A. Travel Guidelines -- Under any mode of travel the reimbursement allowance will be for actual expenditures up to a maximum of "tourist" air travel. The employee must provide a copy of the "paid" ticket.
 - B. Taxi or Limousine Service -- Taxi or limousine service is allowable from the airport or station to the principal point of destination, (e.g. the headquarters hotel) and return. Travel expenses within the city are only reimbursed when the individual is carrying out a specific assignment for the school district.
 - C. Lodging -- Lodging will be reimbursed based on expenses incurred. Employees are encouraged to share accommodations whenever possible. The employee must provide a copy of the bills marked "paid". When a person stays in a double room with their spouse, the staff member should only request reimbursement for the value of single occupancy.
 - D. Meals -- All meals must be itemized daily as to the number of meals and total amount. Receipts are required for meal payments. The actual cost of meals and mileage will be reimbursed at the rate set by the School Board. Banquet or special luncheons in connection with a convention or school activity will be reimbursed at actual expense.
 - E. Registration -- Reimbursement for registration fees will be allowed when authorized and a receipt is submitted.
 - F. Tips -- There is no allowance for this item.
 - G. Car pooling should be used when two or more persons attend the same activity.
- III. In-District Travel -- Staff members that are authorized to travel within the school district for performance of their responsibilities will be reimbursed at the district approved rate per mile and for meals charged while in the performance of job related responsibilities and pre-approved by the superintendent or his designee.
- IV. Purpose of the expense is to be clearly stated under description.

ADOPTED: August 17, 1992

AMENDED: June 19, 1995

Reviewed: March 20, 2023