



12119 16th Ave S, Burnsville, MN 55337
(952) 206-4050
www.gatewaystemacademy.org



EXPENSE AND REIMBURSEMENT POLICY

I. Purpose

Gateway STEM Academy board members and employees participate in school-related activities that enhance their ability to serve students. Therefore, certain expenses of board members and employees may be reimbursed upon proper request. Reimbursement of expenses is governed by state and federal law as well as school board policy.

II. General Statement of Policy

Gateway STEM Academy will reimburse school board members and employees only for actual expenses that are directly related to the school board member's or employee's responsibilities related to Gateway STEM Academy as defined in the board approved budget and submitted and approved pursuant to this policy.

III. Implementation

- a. All qualified reimbursable expenses must be incurred while attending or participating in school-related functions in the capacity of a school board member or employee.
- b. All expenses must be reasonable within industry standards.
- c. All expenses exceeding \$100 require pre-approval by the School Director.
- d. Receipts are required for reimbursement, unless a different arrangement, such as an electronic funds transfer, is approved by a designated school official as directed by the school board.
- e. Transportation and Parking. Reimbursement of expenses is guided by the following:
 1. Automobile mileage at the established rate by the Internal Revenue Service.
 2. Rental vehicle use must be pre-approved by a designated school official.
 3. Ground transportation expenses will be approved if reasonable and necessary.
 4. Parking fees will be approved if reasonable and necessary.
- f. Meals will be reimbursed under the following guidelines:
 1. Consumed as part of an authorized meeting.
 2. Consumed while supervising an approved student activity.
 3. Consumed directly before or after an event, workshop, or conference that is being held



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outside of the city of Burnsville.

4. Reimbursed amounts will follow Internal Revenue Service guidelines and school board policy. All expenses must be reasonable based on the value of an average breakfast, lunch, or dinner in the area.
- g. Airline Travel. Reimbursement of expenses is guided by the following:
 1. To be eligible for reimbursement, airline travel must be pre-approved by the board of directors.
 2. Airline travel will only be reimbursed at the coach, group or standard rate.
 3. Ticket purchases must be made by Gateway STEM Academy, unless otherwise approved by the school board or designated representative.
- h. Lodging. Reimbursement of expenses shall be guided by the following:
 1. Reservations for lodging must be made by Gateway STEM Academy as pre-approval and only the actual cost paid, unless otherwise approved by the school board or designated representative.

IV. Process

A request for reimbursement must be made within 30 days or at the discretion of the board and in writing, with itemization of the requested reimbursement and receipt(s) attached.