

Staff Attendance at Conventions, Conferences, Meetings, and Visitations

1. Approval Process for attendance at conventions, conferences, meetings, and visitations:
 - a. District administrators identify recommended conference sessions aligned with District and strategic goals. Administrators invite appropriate staff members to attend conferences.
 - b. Staff member completes the Conference Attendance Request Form.
 - c. Principal or director reviews and, upon approval, forwards the completed request to the Director or Supervisor of Staff Development and Superintendent for review.
 - d. Following final approval by the Board, the amount of money requested for expenses to be incurred will be included in the Treasurer's list of expenditures for Board approval. Expenditures are approved by Board action at the regular business meeting each month. This authorization must take place prior to the attendance at any convention, conference, meeting, or visitation.
 - e. Conference cost is divided into two categories. The cost eligible for advanced conference reimbursement includes plane or train tickets, conference fees, and one night's lodging deposit.

The cost eligible for reimbursement after the conference includes mileage reimbursement, meals, lodging and other expenditures.
 - f. A requested advance check is issued to the staff member 60 days prior to the scheduled conference. To receive an advance check, the conference advance request (excluding cost eligible for reimbursement after conference) must be greater than \$200.
 - g. Any exceptions to the above procedure must be approved by the Superintendent or designee for recommendation to the Board prior to the initiation of a request.
 - h. If prior Board approval is not received, the employee may be responsible for all expenses incurred.
 - i. In the event the staff member does not attend a conference which has been approved by the Board, any advance must be returned to Accounts Payable immediately.

2. Report of Conference Attendance Form and Expense Report

A summary of the conference and statement on the value of attendance for the District and an Expense Report Form must be completed and forwarded to the Accounts Payable Department within one week following the final day of the conference.

3. Reimbursement for Expenses Incurred

Reasonable expenses are defined as those which an employee would incur if they were traveling or working at their own expense, excluding "those of a purely personal nature."

Staff and members of the Board shall be reimbursed for reasonable expenses incurred in the performance of their duties upon presentation of an itemized account for such expenditures.

Reimbursement shall cover the full cost of meals which are officially scheduled as a function of a convention, conference, workshop, seminar, or similar activity.

The maximum allowance for meals at other times, including tax and gratuities, shall be:

\$50 per day (including breakfast, lunch, and dinner)

\$10 for breakfast

\$15 for lunch

\$25 for dinner

Personal car mileage shall be reimbursed at the current allowance rate established by the IRS. Reimbursement for car rental requires pre-approval by the Superintendent.

The cost of alcoholic beverages shall be a personal expense and not reimbursed by the District.

Wireless communications fees shall not be reimbursed.

The Expense Form must include the following:

- a. Receipts: copy of receipts to justify all expenditures such as train, plane, or turnpike tickets; lodging; meals; conference registration fees; mileage reimbursements; etc.
- b. Expenses for which receipts are not available may be reported on the back of the Expense Form and the form notarized. This may be accomplished through the Superintendent's Office.
- c. Personal check shall accompany Expense Report Form if the amount expended and accounted for is less than the amount advanced. The check is to be made payable to the District and shall be for the exact amount of the difference.

- d. Staff members will not be approved to attend any future conferences until all past conference expenses have been reconciled.

In the event - expenditures exceed the advanced amount, reimbursement will be made to the employee following Board approval. When the advanced amount exceeds the expenditures, a personal check or money order must be made payable to the District and forwarded with the completed expense report.

4. Other Considerations

- a. Air travel - tourist class
- b. Automobile - two or more staff members from the District traveling to the same conference must pool transportation.

All arrangements for transportation, including the purchase of airline tickets, hotel reservations, etc., are the responsibility of the employee.

Administrative Staff: All above-stated procedures are to be followed for compensated travel. However, it is recognized that administrative personnel, as part of their assigned job functions, will be on school business outside the District at times during the work day. Such attendance at meetings when on official school business does not require prior specific approval as long as no District costs are involved other than travel to and from the meeting or business activity and, when necessary, the cost of a meal.

Adopted: June 1983
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