

**REIMBURSEMENT OF EXPENSES FOR OVERNIGHT
CONFERENCES/WORKSHOPS**

Criteria

For all conferences or workshops, requiring hotel/motel accommodations, the employee's expenses will be reimbursed for the cost of the hotel/motel accommodations, and related expenditures, based on the individual merit of the conference/workshop with regard to how the conference/workshop meets the district's educational goals.

All reimbursements will not exceed, when combined with the employee's other course/conference reimbursement(s), the amount of professional growth funds as specified in the collective bargaining agreement.

To be eligible for reimbursement, the employee must submit to the superintendent a written plan clearly delineating the employee's education endeavor; how it relates to the district's educational goal; a comprehensive cost estimate, and how the employee will disseminate what he/she has learned to other members of the staff. If available, the employee should include relevant brochures and pamphlets with the written plan. The employee must keep all receipts to be sent to the business office for reimbursement.

The superintendent will meet with the employee to discuss the plan. If the superintendent should agree with the employee as to the educational value of the plan, he/she will recommend the plan to the school board. The superintendent, or his/her designee, must recommend the plan before it may go to the school board for consideration.

The school board may request the employee to appear before the board to explain the plan in more detail.

Once approved by the school board, reimbursement will be at the following rates:

Accommodations: Accommodations will be reimbursed not to exceed the rates specified in the Federal Lodging Guidelines. Rates are stated on the Federal Web site www.dtic.mil.

Meals: Meals will be reimbursed at a cost not to exceed \$25 per day and only with proper receipts.

Ground Transportation: Ground transportation will only be considered if there is no hotel, shuttle or public transportation available. This will include the cost



of the rental vehicle, gas, taxicabs, busing, and/or parking. If an employee should rent a car, the employee's vehicle insurance will be the prime carrier, if the employee should choose to purchase rental car insurance, the cost will be that of the employee.

Books and Materials: The superintendent or designee must approve the purchase of any books and or materials, prior to the conference. Items purchased will be charged to the appropriate line account and not to the employee's professional growth.

Employee's Vehicle: If an employee should drive to the conference site he/she will be reimbursed for mileage to and from the site at the prevailing Internal Revenue Service allotment per mile. Under no circumstance will the reimbursement for mileage exceed the cost of an airplane ticket allowance. If the employee will be traveling by airplane, the cost to and from the local airport, either by the employee's vehicle or commercial carrier, and/or overnight parking of the employee's vehicle are at the employee's expense.

Adopted 2002

