Attendance at Meetings
Conferences/Expense Reimbursement

Employee and Board member attendance at educational conferences will be permitted when such attendance is deemed in the best interest of the District. Attendance at conferences at full or partial expense of the District shall be confined to purposes related to the performance of one's duties, representing the District, visiting other school districts, improving the learning environment, seeking professional growth, and/or contributing to the achievement of district-wide goals.

A. Approval Process for Conferences: Leave with pay for employees shall be allowed for attendance at approved educational conferences subject to the following conditions. All requests to attend conferences shall be made in writing, in advance, to the Superintendent, or his/her designee for approval. In the case of Board members, attendance shall be approved by the Board. The request shall state the purpose of the conference, the dates the person expects to be away from his/her duties, the potential value of the conference attendance to the School District, and the estimated conference expenses. The Superintendent or his/her designee, or the board where appropriate, shall approve or deny the request, in writing, in advance with any appropriate conditions and shall set an expense reimbursement maximum no greater than that established below. A written report shall be submitted outlining the benefit to the district upon the individual’s return.

B. Expense Reimbursement Guidelines: Only actual and necessary expenses incurred in connection with attendance at pre-approved School District related functions such as conferences will be reimbursed. The maximum amounts of approval of such expenses eligible for reimbursement are established through this policy. Maximum authorized expenses are:

1. Authorized Transportation - Reimbursement for use of personal vehicles to and from an approved destination from the District shall be limited to the mileage rate established by the Internal Revenue Service. Other transportation expenses such as train, airplane, etc. shall be by the most reasonable economic means available.

2. Authorized Meals – **Per diem meal allowance:** The district will pay a per diem meal and incidental cost allowance, regardless of actual expenses, based on the federal standard meal allowance for the area in which the travel will occur. [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates).

3. Authorized Lodging - The District will reimburse for pre-approved lodging expenses. Actual receipts from the provider of the lodging must accompany the expense reimbursement request. Only lodging expenses for actual conference attendance will be reimbursed. The District will not pay for the lodging of anyone other than the employee/board member.

4. Authorized Registration - The District will pay the full cost of registration for pre-approved attendance at a conference, convention, or meeting.

5. Authorized Gratuities - Gratuities to be reimbursed for taxi fare shall not exceed 20% of the costs.

6. Receipts - Actual receipts are required for all registration, lodging, air fare, commercial transportation, and ground travel.
7. Credit Cards – Credit card use is discouraged, although may be authorized by the Superintendent or his/her designee (or the Board where appropriate) when situations warrant it. Credit card reimbursement will only be provided for pre-approved expenses, when the use of a district purchase order is not practical. A detailed invoice or statement issued by the provider must support any reimbursement voucher request for purchases made by personal credit card by the employee. Credit card receipts alone will not be accepted.

8. Personal Expenses - The District will not reimburse employees for personal expenses. Personal expenses include the following:
   - Room Service
   - Alcoholic Beverages
   - Personal Property
   - Entertainment
   - Expenses for other than District Employee
   - Tobacco
   - Child Care Expenses

9. Phone Calls - Personal local or long distance phone calls are not reimbursable.

10. Exceptions – Exceptions to maximum allowances referenced above must be obtained in advance of incurring the expense.

Cross-ref: 2521 School Board Conferences, Conventions, Workshops

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