



CATEGORY: **Business & Operations Department**
SUBJECT: **Travel & Conference Procedures**

A. PURPOSE AND SCOPE

In order to create legal parameters for the reimbursement of authorized expenses the following guidelines are established for travel, conference, workshops, and other responsibilities as may be assigned by the Superintendent or Board.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy 3350 (see attached) AR 3350 (a) and Ed Code 44016, 44032.

C. GENERAL

Per Diem

Maximum reimbursement for meals and food tips is \$40.00 per day, unless a higher amount has prior approval by the Superintendent. The exception is travel to high-cost locations, specifically San Francisco, San Diego, and Washington, D.C., where the per diem amount shall be \$64.00. All meal reimbursements are for an amount *up to* the per diem amount and require original itemized receipts.

Mileage

Mileage to conferences, workshops, etc., which are held within a 200-mile radius shall be reimbursed at the allowable, non-taxable rate determined by the IRS. Mileage will be reimbursed from home or work site which ever is the lessor of the two.

Transportation

Reimbursement beyond a 200-mile radius shall be made by the most economical rate of airfare. When airfare is used, the employee will need to purchase their own airline tickets and then be reimbursed. Airline tickets must be “**refundable or transferable**” just in case the employee is unable to attend or the conference is canceled. Additional expenditures shall be allowed for transportation to and from the airport and taxi fare when necessary. Car rental at economy rate may be allowed when no other transportation is available.

The Superintendent may make exceptions to the above on a case-by-case basis.

Tolls or bridge fees are reimbursable. Parking fees are reimbursable when supported by receipts.

Lodging

Lodging costs are not reimbursed for one-day conferences held within a 75-mile radius of the school district. The Superintendent may grant exceptions on a case-by-case basis.

Lodging shall be reimbursed at the rates available at the conference, workshop, etc., at the rate charged for a single person, unless the room is occupied by two employees. In the latter case, the rate will be reimbursed at one-half the applicable room rate.

Conference Fees

With authorization, actual and reasonable conference fees for specific events shall be reimbursed and shall include, but not be limited to: luncheons with speakers, field trips to educational sites, and additional in-depth training during the conference.

The cost of conference-sponsored or unsponsored activities that are essentially entertainment or non-business shall not be reimbursed.

Registration

Registration fees are authorized. Fees covering continuing education units or professional growth are not reimbursable.

Except where otherwise noted as a benefit, individual memberships are not reimbursable. The Superintendent on a case-by-basis may grant exceptions when the purchase of an individual membership is cost effective to the District and/or deemed necessary by the Superintendent to conduct District business.

Meals

If the traveler is away from the District for all three meal periods, the \$40.00 per diem rate for meals shall apply.

When only portions of the day are eligible for claiming, the maximum rates for expenditures, with receipts, will be as follows:

Travel to San Francisco, San Diego, Washington, D.C.		Travel to all other locations	
Breakfast	\$12.00	Breakfast	\$ 8.00
Lunch	\$18.00	Lunch	\$12.00
Dinner	\$34.00	Dinner	\$20.00

Banquets

If a banquet is part of a conference or event, for which there is a prescribed fee, and for which there was prior approval, this expense will be covered in total.

If the banquet fee is included in the conference registration fee, that meal for that portion of the day cannot be submitted for reimbursement.

Non-reimbursable Costs

The following expenses are not reimbursable:

- Alcoholic beverages
- Tips (except for meals and portorage/taxis) documented
- Excursions that are not related to the educational purpose of the trip/conference
- Continuing education, registration, and professional growth
- Entertainment not related to the conference
- Spouse or invited guests

Governing Board Members and/or Designee

Governing Board members and/or Designees are authorized to attend the following type conference or meetings. Actual expenses shall be reimbursed for meals, lodging, and transportation, when supported by receipts and when the trip has the prior approval of the Board.

Within the State of California:

Meetings called by the State Superintendent of Public Instruction.

Regular or committee meetings of the California Legislature.

Meetings or conferences of any society, association, or organization for which the Governing Board has approved membership.

Meetings of accreditation, councils, or commissions of California public agencies or related federal agencies.

Visitations to schools in the State of California for the discussion of any school matter of interest to the District.

Any meeting within the State deemed by the board to relate to public school matters.

Meetings with other governmental agency officials which are of concern to the District.

Outside of State:

Meetings with representatives of the United States Government to discuss District business.

Attend conferences concerned with education, federal legislation, or federal appropriations to public schools.

D. INSTRUCTIONS

Attendee's Responsibility: Conference & Travel Form – Prior to Conference

1. **20 Working Days prior to the conference** complete the Conference and Travel Request form (one per attendee).
2. Submit the Conference and Travel Request and the completed registration form to the site secretary for processing.
3. Timesheet (Classified/Confidential Only) if travel and time at conference exceeds hours paid, submit timesheet (Straight Time and Overtime).

Secretary's Responsibility:

Please Note: The Business Department must receive all completed forms and the Financial 2000 requisition no later than 15 working days prior to the conference date.

1. Forward the *Conference and Travel Request* form and completed registration form to the principal/supervisor for signature and identification/verification of the funding source ensuring all paperwork is complete and filled out correctly.
2. Ensure budget codes reflect goal and function of the employee salary accounts (call Business Office for assistance if needed)
3. Create a requisition in Financial 2000 for the expenses [e.g. registration, lodging, and airfare] making sure to include on the requisition who, what, when, why and how and submit. Please indicate on requisition if registration has already been submitted to avoid duplicate processing.
4. Forward the signed and completed *Conference and Travel Request* along with the completed registration forms to the Administrative Assistant in the Business Department for processing.

Attendee's Responsibility: Expense Report Form – After attending Conference

1. An Expense Report with original itemized receipts must be completed and submitted to the Business Department **within seven working days of attendance** by **all employees** who have submitted a Conference and Travel Request form whether they are claiming expenses or not to clear the travel.
2. **Original itemized receipts** are required for all claimed expenses except mileage for personal vehicle. Expenses claimed but not supported by receipts shall not be reimbursed to the employee.

3. **If the District has not prepaid the registration, a receipt is required.** The receipt must contain the date, place, name, dollar amount of registration and method of payment. The Business Office will accept the original cancelled check with conference support data backup in lieu of a receipt.
4. Reimbursement will **not** be made for liquor, personal phone calls, or entertainment.
5. You are **not** entitled to breakfast the day of departure.
6. If you can be home by the normal dinner hour, you are **not** entitled to dinner the day you return.