

ADDITIONAL INSTRUCTIONS

Please note the following areas of responsibility when approved to attend an overnight conference or workshop:

- 1) You must make your own hotel reservations and confirm with your own credit card or other form of payment. Submit the itemized lodging invoice to the District Office when you return and you will be reimbursed.
- 2) You must submit ITEMIZED receipts in order to be reimbursed for meals. Do NOT submit the credit card receipt, which does not itemize the purchase. Auditors will no longer allow us to use credit card receipts for reimbursement. You must have an itemized receipt. No alcohol can be reimbursed. No personal phone calls will be reimbursed.
- 3) Your registration for the conference or workshop can be processed by the District, as long as it is received prior to any deadline and sufficient time is allowed for the conference/workshop to be approved by the Board of Trustees in advance. Typically, the deadline for Board approval is one week prior to the scheduled Board meeting date.

IMPORTANT NOTES:

- We encourage the use of District vehicles for district-related business. In the event that a district vehicle is not available for use, employees shall be reimbursed the maximum non-taxable rate allowed by the IRS for use of their personal vehicle. In the event that a district vehicle is available and the employee chooses to use their personal vehicle, the reimbursement will be the IRS rate allowed for charitable purposes. District-owned gasoline credit cards cannot be used for private vehicles.
- You must submit a Claim for Reimbursement Form along with all itemized receipts to be reimbursed.
- Receipts must be taped to an 8 ½ x 11 sheet of paper so that they are clearly displayed on the page. Please do not submit receipts in a loose manner. They will be returned to you and this will delay reimbursement.