

# **707.03 Expense Authorization and Reimbursement**

Friday, August 11, 2023

## **EXPENSE AUTHORIZATION AND REIMBURSEMENT**

Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Certified staff may attend educational conferences subject to the approval of the school principal and the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Expenses for attendance at conferences requested by the administration or board of education will be fully reimbursed.

Administrators may attend educational conferences subject to the approval of the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Board of education members may attend educational conferences subject to the consensus approval of the entire board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. For national conventions, ordinarily the annual budget will contain funds covering the cost of two attendees. Members will attend on a rotational basis pending their availability and desire to attend.

Guidelines for travel logistics and reimbursement:

- I. All travel and attendance logistics will be coordinated through the office of the superintendent of schools.
- II. For all reimbursed travel, an accounting of expenses will be submitted to the office of the superintendent of schools, including receipts and vouchers, immediately

upon return and placed on file for audit purposes.

III. When practical and available, school vehicles will be used for transportation.

IV. Where possible registration and conference related expenses will be prepaid by district warrant. For those expenses that can not be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.

V. If circumstances or distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually. The use of personal vehicles must be approved by the superintendent of schools. Only mileage for school related business will be reimbursed. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for air fare.

**Allowable travel expenses include:**

I. Registration fees.

II. Necessary lodging. (When travel time is more than two hours, to be determined by the need of attending early A.M. and/or late P.M. sessions.)

III. Transportation to and from and at the conference. This includes rental car and/or cab fare.

IV. Meals, if the conference requires an over night stay.

V. Ancillary costs to include luggage handling and business related telephone calls.

**Expenses not allowed include:**

I. Cost of spouse attendance.

II. Alcoholic beverages.

III. Personal items.

IV. Entertainment.

If a staff member wishes to attend a conference at his or her own expense, the superintendent of schools will weigh the merits of the request. Areas of concern shall

include the relationship of the conference to the employee's job assignment and the impact of the individual's absence from assigned task.

For any national conference, the attendee may be asked to prepare and submit a summary for the next regular meeting of the board of education and may be requested to present a report to school staff members.