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## **REIMBURSEMENT FOR EXPENSES REGARDING CONFERENCES, CONVENTIONS, WORKSHOPS, MEETINGS**

All actual and necessary registration and tuition fees, expenses of travel, meals, and lodging incurred in connection with conferences, conventions, and workshops related to School District business will be reimbursed upon the submission of receipts for such expenses along with a statement of the purpose for such expenses. Such receipts shall be submitted within 14 calendar days of when the expense was incurred. The consumption of alcoholic beverages is not a permitted expense, nor is any travel expense associated with a spouse.

Mileage shall be reimbursed at the current IRS rate when a school vehicle is not available or .25 per mile if using own vehicle.

Authorization to attend a conference, convention, or workshop requiring travel for which reimbursement is sought must first be obtained from the Superintendent in writing and submitted before any claim or expense may be paid.

Extending travel for personal reasons is not a reimbursable expense. Extending business travel for personal reasons must first be authorized by the Superintendent. Any costs associated with such additional travel must be paid by the officer or employee.

Advance of monies for estimated expenditures, registration and tuition fees, travel, meals, and lodging may be made to a person duly authorized to attend a conference, convention, or workshop requiring travel expenses. Itemized vouchers must be submitted after attendance and any monies advanced in excess of expenditures must be refunded within 14 calendar days of attendance. Where an officer or employee fails to return such excess advance, the School District will deduct the amount of such unreturned excess advance from the salary or other money owed the officer or employee by the School District.

The Board of Education recognizes that from time to time it may be appropriate to provide meals and refreshments at District meetings or events which are being held for an educational purpose. Expenditures made on such meals and refreshments should be appropriately documented with a receipt, appropriately itemized, and submitted to the District's Business Office within 14 calendar days of incurring such expense.

Examples of authorized categories of such expenditures include, but are not limited to, meals and refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, Superintendent's Conference Day, and community/District meetings.

Expenses for meals actually and necessarily incurred at meetings of School District personnel may be reimbursable upon the submission of appropriate receipts within 14 days of incurring such expense only if the School District business which is conducted is of an immediate nature and it is essential to conduct such a meeting during mealtime. Furtherance of the School District's business must be the main purpose of such a meeting and the meal only incidental

thereto. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.

Expenses for meals actually and necessarily incurred for a Board meeting will be reimbursable only when the meeting is deemed essential to be conducted during a mealtime. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.

Adopted 4/24/17