

TRAVEL AND CONFERENCE REIMBURSEMENT PROCEDURES

The procedures to follow in order to be reimbursed for any school related travel and conference expenses are the following:

Travel and Conference Expenditures

For any conference related expenses, a TRAVEL AND CONFERENCE REIMBURSEMENT PROCEDURES AND EXPENSE SHEET must be completed and approved by the Superintendent. The following procedures relate to conference expense reimbursements:

1. Any travel advances must be requested in writing to the Superintendent and have the Superintendent's written approval prior to the release of the funds.
2. Authorization for rental cars must have prior approval.
3. Any alcoholic beverages are disallowed for reimbursement purposes.
4. When a travel advance is issued, all monies must be accounted for by original receipts, photocopies will not be accepted, and monies that are not substantiated by receipts must be returned to the school district.
5. Anything other than conference related expenses, meals, travel, lodging are the responsibility of the participant. (i.e. excursions, unauthorized rental cars, unrelated travel or activities.)
6. If you are requesting reimbursement for other individuals that you personally paid for travel and conference expenses, you must list the individual names on the form under "Individual Names (Other Individuals you paid expenses for and are requesting reimbursement).
7. Any use of the school district credit card must have the Superintendent's prior approval along with a completed Travel and Conference Expense Sheet with original receipts attached.
8. Federal Grant Documentation - travel, training, meals, etc.
Travel - that has, as part of the reimbursement form, the purpose of the trip. Please list the grant identification and purpose of the trip on the Travel and Conference Reimbursement Expense Sheet.
Meetings, Food, Meals - that identifies the approved activity that it supports, the agenda for the activity, and the participants. Please attach a copy of the agenda of the meeting with a list of participants to the Travel and Conference Expense Sheet.
Training, Professional Development - that identifies the content and the participants. Please attach a copy of the agenda and/or description of the course, along with a list of participants to the purchase order.