

EXPENSE REIMBURSEMENT REGULATIONS FOR THE BOARD OF EDUCATION

1. The District will reimburse Board Members for one National Conference per school year (e.g. ASCD, AASA, NSBA), in addition to any other appropriate state and local conferences as approved by the Board.
2. The Board president or his/her designee shall be responsible for the rental of transportation that can accommodate all district conference attendees.
3. It is the intent of the Board that, where feasible, Board Members should stay in the same hotel, and that hotel should be at the sight of the convention if possible.

A. *Reimbursable Expenses*

1. Reimbursable expenses include registration, meals, gratuities, and lodging, transportation (Coach class), conference materials and necessary incidental expenses.
2. Expense reimbursement for meals shall be based on the current equivalent of the per diem rate established by the United States General Services Administration for each calendar day of approved travel (i.e., the total cost of breakfast, lunch, dinner and for each calendar day of approved travel). Reasonable gratuities (not to exceed 18%) will be reimbursed. Gratuities shall be in addition to the per diem rate established by the United States General Services Administration.
3. Advance fees such as registration, transportation, hotel and other fees may be paid by purchase order provided the conference request is received in time. No hand drawn checks will be issued for these expenses.
4. Lodging is normally in medium range accommodations (consistent with hotel availability and hotel prices).
5. Itemized, original receipts for all meals must accompany the reimbursement request. Itemized meal receipts must be submitted with reimbursement claims. Claims must be submitted within ninety (90) days of the event. (Credit card receipts not itemized will not be accepted)
6. Phone calls home are reimbursable to a maximum of one five-minute call per day, reimbursable up to \$10.

B. *Expenses That Are Not Reimbursable*

1. Taxi fares other than to and from airport, hotel, meeting sites (when shuttle is unavailable) and meals.
2. Alcoholic beverages

3. Sightseeing Tours
4. Personal expenses such as entertainment, hotel movies, etc.
5. Travel and flight insurance
6. Sales Tax

1st Reading May 25, 2004

2nd Reading & Adoption June 22, 2004

1st Reading January 26, 2010

2nd Reading & Adoption February 23, 2010