

Book	Administrative Guideline Manual
Section	4000 Support Staff
Title	CONFERENCES AND OTHER STAFF TRAVEL
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#### 4440A - **CONFERENCES AND OTHER STAFF TRAVEL**

##### **Conference Guidelines:**

Attendance at conferences which will improve individual job competence is encouraged for employees.

Requests for release from duties to attend professional conferences are made by completing and submitting to the principals or immediate supervisors a conference form. PERS. #630084 entitled, **Authorization for Work Station Absence to Attend Activity**. Applicants will complete information requested on lines 1 through 13. If approved, forms will be forwarded to the appropriate supervisor.

##### **Conference Expenses:**

Conferences, seminars, workshops, etc. require a completed and approved Conference Request Form to be submitted to the appropriate budget manager or supervisor for approval which provides an estimate of cost prior to expenses being incurred. A set dollar amount which does not necessarily cover the full cost of the conference may be agreed upon in writing; however, documentation of expenses up to the agreed upon amount is still required for reimbursement.

All reasonable and necessary expenses, if approved, will be reimbursed. In all instances, for an employee to be reimbursed, original receipts, an approved Conference Request Form (if overnight travel), and other documentation of expenses must be received by the employee's supervisor to be paid in accordance with the process. Registration and/or hotel fees should be paid in advance by the District's employee's business expense reimbursement directly to the conference organization/hotel. All other costs, including airfare must be paid by the employee and subsequently reimbursed by the District.

Employees must use a high degree of prudence and judgment when submitting items for reimbursement. The amount of reimbursement is generally based on actual expenses, but could also be limited as determined in advance by the authorized administrator. Reimbursement could be further limited at the discretion of the Chief Financial Officer.

Materials available for purchase at conferences are not an allowable expense and will not be reimbursed by the District. Information regarding products or publications should be taken and requests processed through the appropriate business procedures following the conference.

The following conference expenses are allowed:

#### A. Transportation (Staff are expected to select a plan which is the most economical to the School District.)

##### 1. Airfare on a scheduled commercial airline.

If airfare is booked personally, an airline ticket stub or other appropriate documentation showing the airfare and person for whom the airfare is incurred will need to be submitted as a receipt showing the amount paid for the ticket. The cost in excess of tourist, coach, or economy accommodations will not be reimbursed, except in unusual cases. Employees wishing to drive round-trip to out-of-town business destinations will be reimbursed on a per mile basis or for the amount of round trip coach airfare, whichever is less. Documentation must be provided for coach airfare if an automobile is used instead of air travel.

##### 2. Necessary fares/mileage from home/office to terminal and return are allowable. Reimbursement for mileage shall be at the current IRS scheduled rate.

##### 3. Car rentals must be approved in advance.

#### B. Lodging, excluding additional costs for spouse and/or other family members. Costs of rooms shall not exceed the conference discounted hotel rate. An original itemized lodging bill must be submitted for reimbursement. Any additional charges will be the responsibility of the employee.

#### C. Actual cost for meals, excluding alcohol, where reasonable and customary for area.

D. Conference or workshop registration fees, excluding that portion applicable to plays, recreational trips, or performances strictly for entertainment.

E. Miscellaneous costs:

1. Taxi or shuttle van service when public transportation is not available
2. Gratuities, where appropriate and customary
3. Parking – overnight parking at the airport, station, or hotel may be reimbursed at self-parking rates with a receipt
4. Telephone - business related phone calls and one (1) personal call per day of no more than ten (10) minutes in length

**ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES REGARDLESS OF AMOUNT; COPIES ARE NOT ACCEPTED.**

**Other Staff Travel**

Conference travel guidelines will apply except meals and lodging where the following shall be in effect:

**Maximum Expense Reimbursement for In-State and Out-of-State Travel Based upon**

**Current CIS, State of Michigan Travel Reimbursement Rates**

**Breakfast\*\*  
\$8.75**

**Lunch\*\*  
\$8.75**

**Dinner\*\*  
\$21.00**

**Lodging\*  
\$65.00 + Taxes**