

SCHOOL DISTRICT OF MAYVILLE

671.2-Rule(2)

REIMBURSEMENT PROCEDURE FOR EMPLOYEE/BOARD MEMBER ATTENDANCE AT NATIONAL CONVENTIONS

Employee and Board of Education member development opportunities may include attendance at national conventions. The Board of Education wishes to establish the following procedure for reimbursement of expenses for attendance at national conventions:

1. Fees and expenses directly related to the convention shall be paid for by the District. These shall be submitted by the employee or Board member prior to attendance at the convention, but after receiving permission from the Board to attend the convention. A District check shall be written for these expenses.
2. The District shall reimburse the employee or Board member for transportation to and from the convention. If the convention is in-state, or held in an adjacent state, mileage to and from the convention shall be paid. If it is beyond driving distance, the cost of a single round trip coach flight will be paid for by the District. The request for reimbursement must be accompanied by the receipt for the airfare expense.

Should the employee or Board member choose to drive to a national convention, rather than fly, the District shall reimburse the employee or Board member, the cost of a single round trip coach flight or the cost of mileage, whichever is the lesser in cost.

3. The District shall reimburse the employee or Board member for reasonable lodging costs. The costs shall be restricted to the days of the convention. Any lodging costs before or after the convention are at the expense of the employee or Board member. Requests for reimbursement of these expenses must be accompanied by the receipt.
4. Any expenses for meals during the days of the convention only shall be reimbursed to a maximum of \$40.00 per day. The request for reimbursement must be accompanied by the receipt for meals. The cost of alcoholic beverages is not reimbursable.
5. In the event the employee or Board member chooses to drive to the convention, ground transportation shall be considered part of the reimbursement of the single round trip coach air flight. If however, the employee or Board member flies to the convention, the District shall furnish the employee or Board member with a rental car. This car is to be a standard, mid-size automobile. The fees to be allowed would be the rental, fuel and insurance cost of that automobile. If there is a mileage, only the mileage charged for use in connection with the conference or convention shall be paid by the District. Any mileage beyond that would be at the employee or Board member's expense. Request for reimbursement must be accompanied by the receipt.
6. An allowance of a maximum amount of 15% for meals or service shall be awarded to the employee or Board member for each day of the convention to cover tips and gratuities. If the employee or Board member is using either his/her personal or the school credit card, the gratuity should be added to the bill when paid with the credit

card. For purchases in which the credit card was not used, the employee or Board member shall report the amount of gratuity and what the gratuity was for in the claim for reimbursement. If possible, i.e. such as meals, receipts for the gratuity should be included.

7. An employee may wish to combine his/her convention trip with some vacation time. This is certainly permissible, however, travel time before or after the convention shall be considered vacation days. One day before and one day after the convention shall be considered part of the convention and therefore work days. All other days beyond that shall be counted as employee vacation time. Board members shall be paid a per diem for the day before, the day after and the convention days.

APPROVED: April 7, 1997
ADOPTED: May 5, 1997
REVIEWED:
REVISED: December 18, 2000

Signatures of School Board Members:

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