

TRAVEL AND CONFERENCE EXPENSE

This administrative regulation is establishing the process for requesting a conference application and expense reimbursement. All references to "employee" apply equally to Board of Education trustees.

APPLICATION

It is the responsibility of each employee to complete a conference application/expense reimbursement form prior to the occurrence of the conference and any necessary travel arrangements. The employee must provide all applicable information requested on the form, including registration, lodging/travel arrangement, and estimated costs, to his/her immediate supervisor and division superintendent for review and approval. If restricted funds are used for the payment of the conference, the application must be reviewed and approved by the program/fund administrator. All completed and signed forms must be submitted to the business department for processing four weeks prior to the registration deadline of the conference.

Applications that do not follow the prescribed procedure will be denied approval.

CONFERENCE CRITERIA

All conferences must meet the following criteria:

1. Instructional needs: the conference will directly enhance the instructional effectiveness of teachers or the management/supervisory capability of administrators.
2. Legal mandates: the conference is required to ensure that employees comply with the legal mandates of state or federal legislation.

Whenever practicable, non-general fund monies will be used for conference attendance.

If a conference or travel arrangement needs to be cancelled for any reason, it is the responsibility of the employee to cancel all reservations and request all refunds be sent to the business department. If a cancellation occurs as a result of personal necessity and a cancellation fee is incurred, it is the responsibility of the employee to reimburse the fees charged to the District.

EXPENSE REIMBURSEMENT**A. Registration**

Registration fees charged in connection with approved attendance of conferences, conventions, committee meetings, in-service training seminars are allowable at actual cost. Actual charges must be verified by registration receipt or bona fide registration application form.

TRAVEL AND CONFERENCE EXPENSE (cont.)

CANCELLATIONS

B. Meals

Payments for meals, including gratuities up to 20%, shall be reimbursed up to a maximum rate of sixty dollars (\$60.00) per day, broken down as follows: (\$15.00 for breakfast, \$20.00 for lunch, \$25.00 for dinner). Education code 32435 prohibits reimbursement for alcoholic beverages.

When the cost of a meal is included in a conference registration fee, no other allowance for that meal will be reimbursed.

C. Lodging

Actual lodging cost, not to exceed charges at the single occupancy rate of conference hotel, shall be allowed. An original itemized receipt for lodging expenses must be submitted with the reimbursement form to be allowable. Lodging expenses will not be reimbursed for travel within 60 miles of home or District. Incidentals expenses such as, fax machine use, internet access, or equipment rental will be reimbursed when used as part of conference/meeting.

D. Transportation

Reimbursable transportation expenses include all necessary official travel on airplanes, railroads, buses, private vehicles and other usual means of conveyance. Rental cars will be reimbursed at compact car rates. All employees must provide proof of automobile insurance to the business department. Claims for reimbursement must be supported by original ticket stubs or receipts provided by the commercial carrier.

All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. When an employee chooses a method of transportation that is more costly (for example, driving a personal vehicle instead of flying), reimbursement will be made at the lower amount.

Other allowable transportation related expenses include parking fees, highway tolls, shuttles, and taxi cabs. These expenses shall be authenticated by valid receipts.

E. Mileage

Local business mileage from the use of a personal vehicle shall be reimbursed at the prevailing IRS standard rate. The mileage reimbursement shall not exceed 300 miles one way. All employees must provide proof of automobile insurance to the business department.

TRAVEL AND CONFERENCE EXPENSE (cont.)

F. Cash Advance

A cash advance payment of estimated travel expenses may be authorized for employees on official business of the District under the following conditions:

1. Advance will be allowed for travel, lodging and registration fees only.
2. Persons requesting advance payment shall complete the appropriate request form, not less than four weeks prior to the need for advance.
3. Failure to finalize the claim within 10 days of the travel will preclude further cash advances.

NON-REIMBURSABLE ITEMS

Dry cleaning, laundry, other personal expenses such as movies, personal telephone, personal fax charges, personal internet use, loss of personal property due to theft or otherwise, or the purchase of alcoholic beverages.

DUES AND MEMBERSHIPS

The District may pay directly or reimburse an employee for the costs of dues for memberships to service clubs, organizations, or associations that will provide a direct benefit to the District if, prior to attending and participating the Superintendent has given written authorization for such reimbursement. The Superintendent shall be authorized to approve such requests.

VISITING DIGNITARIES/OTHER DISTRICT EMPLOYEES

Authorized employees are specifically permitted to expend District funds and be reimbursed for meals purchased for non-district employees, such as visiting dignitaries, employees and/or representatives of other districts, elected officials or any other person provided such expenditures occur while the employee is engaged in his/her duties as an employee and in the furtherance of District interests. However, expenses for family members and community members accompanying employees on District business shall not be eligible for reimbursement.

(cf. 4131 - Staff Development)

(cf. 4131.3 - Conferences, Conventions, Workshops and Clinics)

(cf. 4131.5 - Professional Growth)

(cf. 4131.6 - Professional Development Program)

(cf. 4133/4233/4333 - Travel Expenses)

(cf. 4231/4331 - Staff Development)

(cf. 9250 - Remuneration, Reimbursement, Board Development, and Other Benefits)

TRAVEL AND CONFERENCE EXPENSE (cont.)

LEGAL REFERENCE:

EDUCATION CODE

44016 Travel Expense

44032 Travel Expenses Payment

44033 Automobile Allowances

44802 Student Teachers Travel Expense

CHINO VALLEY UNIFIED SCHOOL DISTRICT

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