

Conference Travel Reimbursement Procedure for Staff

If there is a Conference Cost or you need overnight accommodations:

1. In MLP: Use the “Conf-Wkshps Not in Cata” Fill-in Form to propose the activity and put in the costs and number of meals.
 - a. Put in all days YOU WILL BE OUT – including travel days.
 - b. It is up to you to find the least expensive hotel (remember we spend the taxpayers’ money!) – DO NOT PAY! Give your credit card to hold the reservation.
 - c. You can register for the conference and use your credit card to hold a hotel reservation, but DO NOT PAY FOR EITHER ONE (you cannot be reimbursed.)
 - i. If the conference calls for a PO #, enter TBD and we will fax one if you are approved.
 - d. Regular Ed Teachers: Send the Superintendent’s Secretary the hotel and conference cost, along with “payable to” information (name, address, phone, fax number).
 - e. Special Ed Teachers: Send a requisition to the Director of PPS’s secretary with the hotel and conference cost, along with “payable to” information (name, address, phone, fax number)
 - f. Upon approval by the Assistant Superintendent for Curriculum & Instruction, put in AESOP to report that you will be out– even if no sub is needed.

If there is no cost needed, Do # 1, #1a and f from above.

Travel by car:

You must email Nicole Sommer or Ray Clinton in Transportation to use a District vehicle.

- If a vehicle is not available, use your own car and when you submit for mileage reimbursement include a print out of the email saying that the school vehicle was not available. Reimbursement for mileage requires a printout from Mapquest.com.
 - The Mapquest report must show departure and arrival information for both trips (to/from) unless the trips were identical
- Employees will be reimbursed for personal vehicle use at the prevailing **IRS** rate per mile plus tolls.
 - Original receipts or an E-Z Pass Statement for tolls *MUST* accompany your claim for tolls reimbursement.
- Fuel purchases are not reimbursable
- Any fines and/or penalties associated with a motor vehicle violation, which were incurred during district-approved travel, are not reimbursable.
- Mileage between buildings on Superintendent's Conference Days is not reimbursable.

Travel by Bus/Train:

Keep your receipt and submit original receipts with a claim form. Please remember to use the least expense mode of transportation!

Meal Reimbursement:

- Meals must have itemized receipts that show each item purchased. Please remember that when you spend money, you are spending tax payer dollars; that is why we are so careful and we ask you to be considerate of that as well. Alcohol is not reimbursable.

- To get reimbursed for meals:
 - Upon returning from the conference send the Superintendent's Secretary proof of attendance.
 - Complete a claim form for meals (signed by you and your principal), attach your **original** receipts (dated and itemized!) and send to the Superintendent's Secretary
 - Claim forms can have all items to be reimbursed (i.e. meals and mileage)

OTA:

The per diem meal rate shall not exceed \$51 per day, except when attending a conference in New York City, in which case the per diem meal rate shall not exceed \$61 per day, inclusive of tip.

ONTEA:

Breakfast up to \$8.00; Lunch up to \$13.00; Dinner up to \$20.00

Reimbursable Expenses Conventions, Seminars, Conferences

Cost for non-essential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the district.

Tipping and Gratuities

Reimbursement for customary and reasonable tips and gratuities such as at restaurants and for transportation services is permitted. Documentation must be provided.

Miscellaneous Other Services

A staff member may be required to use fax, express mail, photocopying, postage, modem connection or other incidental office services. These expenses are reimbursable for official school district purposes only. To be reimbursed, complete a claim form (or add to an existing claim form for reimbursement). You must document the date, time, and purpose and provide receipts for these services.

ST 129 Tax Exempt Form for Hotels is available in this section of this web site