

## Reimbursement of Pre-approved Expenses Related to Educational or Work-Related Conferences

### Section 1. Approval Criteria.

1. Conference leave may be granted only if the workshop, seminar, or conference is of an academic nature or otherwise related to the requesting employee's job assignment.
2. Conference registration or expense reimbursement will not be accepted without a copy of the approved Request to Attend Meeting/Conference form.
3. All conference leave requests are subject to approval in public session by the Board of School Trustees.

Section 2. Location. Attendance at an educational or work-related conference will be reimbursed under this Guideline if the conference takes place outside the continental United States, only if the request has been approved by the Superintendent and submitted to the Board under a separate heading entitled "Attendance at Workshop/Conference Outside the Continental United States."

### Section 3. Travel.

1. Travel within a distance of 250 miles should be made by automobile and employees using a personal vehicle for such travel shall be reimbursed at the EACS rate (see Administrative Guideline 4140.26) in effect at the time of travel. School corporation vehicles can be used as authorized by Administrative Guideline 3544.
2. For distances in excess of 250 miles, air travel is acceptable (coach fare only). If personal vehicles are used for travel to conferences, mileage is reimbursable at the EACS rate (see Administrative Guideline 4140.26) in effect at the time of travel, but reimbursement must not exceed round trip coach airfare from Fort Wayne International Airport. It is suggested that travel plans be made timely enough to take advantage of super saver airline rates.
3. Parking at the air terminal and personal mileage (to and from the terminal) are reimbursed at the long term parking rates only and current approved rate per mile.

4. If the employee elects to fly from a different location other than the Fort Wayne International Airport, EACS will reimburse for transportation (airfare, mileage, and long-term parking) for no more than the cost of flying out of Fort Wayne (airfare, mileage, and long-term parking).

Employees are expected to purchase trip insurance for the prepaid or advanced airfare (in case of emergencies, i.e. illness, death in the family, etc.). If trips are cancelled, it is the employee's responsibility to reimburse EACS the insurance proceeds for prepaid expenses.

5. Effective January 1, 2003, any prepaid expenses not recoverable will not be assessed to the employee if they could not take the trip because of the employee's illness or illness or death in the immediate family, if substantiated by a doctor's slip or death certificate.
6. Taxi fare to/from airport and hotel are reimbursable.
7. Automobile rental will be considered on individual basis with approval by Principal or Central Office. Automobile rental will be reimbursed at a midsize rate, or lower. Valet Parking is reimbursable.

Section 4. Meals.

1. Employees' maximum reimbursement for meal expenditures during a multi-day conference shall not exceed an amount of \$44.00 per day of the conference. Meals for a one-day conference/seminar or local conferences (Fort Wayne area) that are greater than one day will not be reimbursed. Expenses are reimbursable only when receipts are included with the appropriate Accounts Payable voucher form.
  - A. The recommended receipt by the State Board of Accounts is an itemized meal receipt showing actual food items purchased.
  - B. Gratuities will be reimbursed at a maximum rate of 15%.
  - C. EACS will not reimburse meals for persons other than EACS employees.

D. If more than one employee is included on a meal receipt, individual names must be listed on the receipt and not duplicated by the employees.

2. Alcoholic drinks are not reimbursable.

Section 5. Registration Fees. Conference registration fees should be either paid directly by the school corporation (by purchase order where accepted) or reimbursed to employees (after the conference is held and with submission of proof of payment by the employee).

Section 6. Lodging.

1. Reasonable lodging expenditures during conference and travel dates are reimbursable only when receipts are included with the appropriate voucher form (these expenditures include all taxes applicable to hotel charges). If more than one employee is included on a hotel receipt, those employees must be listed and not duplicated by employees.
2. Hotel charges will be paid at single room rates unless employees attending the same conference share rooms.
3. Any other hotel charges not listed above are not reimbursable (i.e. movies, entertainment, etc.).
4. Reimbursement of internet access fees will be allowed within reason.
5. Reimbursement of any items listed above is contingent upon pre-approval for such being given by the employee's Supervisor and the School Board as noted on the employee's Conference Request Form.