

Meeting/Conference/Travel Expenses Administrative Guidelines

Conference/Meeting Guidelines:

Attending a conference or professional learning opportunity should improve the individual's understanding of their position and is encouraged for employees.

All requests to attend professional conferences are made by completing a request in My Learning Plan (www.mylearningplan.com) to be routed to principals or immediate supervisors.

- Applicants should complete the online request form in its entirety at least two weeks prior to the conference for approval.
- Applicants should not register for a conference unless it has been approved by the principal and Director of Academic Services.
- Absences will be requested through AESOP automatically when the conference has been approved. Attendees should double check that their absence has been created (<https://login.frontlineeducation.com>) to ensure that the request has gone through properly.

Conference/Meeting Expenses:

Conferences, seminars, workshops, meetings, etc...require attendees to complete an online request through My Learning Plan (www.mylearningplan.com) which provides an estimate of cost prior to expenses being incurred. A set dollar amount does not necessarily cover the full cost of the conference, but instead documentation of expenses up to the agreed upon amount. Building Principal's will include approved budgets in My Learning Plan for attendees to see how much has been earmarked for authorized conferences.

All reasonable and necessary expenses, if approved, will be reimbursed within the constraints of the approved budget for the conference. In all instances for an employee to be reimbursed, original receipts must be submitted with the [Fitzgerald Public Schools Travel Reimbursement Form](#) to the immediate supervisor for approval. If submitting mileage, travel must be more than 50 miles one way from the building the attendee works and a print out with the total miles from the building to the conference must be submitted.

All effort should be made for registration and/or hotel costs to be paid prior to the conference with a Purchase Order, District Check, or District Credit Card. If the

expenses are paid by the employee, proper documentation for reimbursement should be submitted to their immediate supervisor.

Employees must use a high degree of judgement when submitting items for reimbursement. The amount of reimbursement is based on actual expenses and should not be more than the budgeted amount. Reimbursement could be further limited at the discretion of the Superintendent or his/her designee.

Materials available for purchase at conferences are not an allowable expense and will not be reimbursed by the district.

All staff must complete the Staff Development Evaluation in My Learning Plan within one week of returning from the conference/workshop.

The following conference/meeting expenses are allowed:

- A. Transportation (staff are expected to select which one is most economical to the district)
 - a. *Airfare on a scheduled commercial airline*
 - i. All effort should be made for flight costs to be paid prior to the conference with a Purchase Order, District Check, or District Credit Card. If the expenses are paid by the employee, proper documentation for reimbursement should be submitted to their immediate supervisor.
 - ii. The cost in excess of tourist, coach, or economy accommodations will not be reimbursed except in unusual cases.
 - b. *Automobile Travel*
 - i. Travel must be more than 50 miles one way from the school building to the conference/meeting venue.
 - ii. Reimbursement of mileage must be submitted on the [Fitzgerald Public Schools Travel Reimbursement Form](#) to the immediate supervisor for approval. If submitting mileage, travel must be more than 50 miles one way from the building the attendee works and a print out with the total miles from the building to the conference must be submitted. Reimbursement for mileage shall be at the current IRS scheduled rate.
 - iii. If more than one staff member is attending a conference or workshop, all effort should be made to carpool.
 - iv. Car rentals must be approved in advance.

B. Lodging shall exclude additional costs for spouse and/or other family members. Hotel rooms should be those of a standard room. Costs for suites and other upgrades are not allowable. An original, itemized lodging bill must be submitted to the immediate supervisor upon return from the conference. Any additional charges incurred will be the responsibility of the employee.

C. When meals are not provided at the conference, the actual cost for meals, excluding alcohol is reimbursable. Meals should be budgeted as follows: \$10/Breakfast; \$15/lunch; \$25/dinner unless not reasonably customary for the area (prior approval needed from immediate supervisor if going over the allotted meal amount).

D. Conference or workshop registration fees. Additional entertainment (i.e. plays, movies, recreational trips, etc...) are not allowable for reimbursement.

E. Miscellaneous costs:

- a. Taxi or shuttle van service when public transportation is not available
- b. Gratuities, when appropriate
- c. Parking- overnight parking at the airport, hotel, conference center may be reimbursed with a receipt.

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