

No. 431-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

MEETINGS, CONVENTIONS AND CONFERENCES

The following procedure should be applied when requesting approval to attend a meeting, convention or conference. However, it must be realized that from time to time attendance and travel will have to be restricted. Attendance shall be expected to enhance the District's operation.

The most efficient mode of transportation should be selected for use to and from any meetings, conventions or conferences and shall be determined by the dual factors of being the most economical use of time and school district funds. The length of time involved in travel and the expenses that might be incurred for lodging and meals should all be taken into account when making this determination. Locations outside of nominal driving distance, which might be interpreted to be approximately 300 miles or five (5) hours, may be deemed to be more economical by air travel when considering all of the above.

1. All requests for travel and for attendance at meetings, conventions or conferences shall have been budgeted in the current operating budget, although the administrator has the right to exercise discretion for final approval of the proposed request.
2. The Application to Attend Conference should be submitted to the employee's immediate supervisor at least two (2) weeks before the conference dates. If advance payment, submit according to due date for payment of monthly invoices. The application, if approved by the supervisor, is submitted to the Superintendent in the District Office. If it is necessary to register in advance, the individual requesting attendance should make those arrangements.
3. The Director of Business Affairs then approves the expenses as being covered by the budget. One copy is filed for future payment information and the other copy is returned through the immediate supervisor to the individual.
4. The individual then attends the meeting, conference or convention, keeping a copy of all receipts paid for meals, lodging and registration during his/her attendance, as well as mileage (actual odometer readings) and toll receipts, for reimbursable mileage calculation: the total mileage traveled minus our daily commute, if they are reimbursable miles, equals amount to be reimbursed.
5. Upon returning to school, the individual then fills out the expense account form on the back of the Application to Attend Conference, attaching all paid receipts, and submits it to his/her immediate supervisor who approves it, sends it to the Superintendent and then

to the director of Business Affairs for payment. There will be no reimbursement without proper receipted documentation of expenses attached to a properly completed form. There will be no reimbursement for expenses which exceed 10% of the pre-approved, requested amount.

6. The expenses accounts may then be approved with the accounts payable bills for that month. The administrators have a schedule of those dates.

7. Examples of reimbursable mileage charges – representing district in an official manner: for conferences, trainings, workshops, meetings.

Example: AD, counselor, admin., business manager, special education coordinator, federal programs, Instructional coach, etc.

Examples of non-covered mileage charges – out of district Act 80 days, field trips, and stipend that covers transportation.

This list is non-inclusive.

It is the general practice that all registrations and bills are paid by the individual and reimbursed according to the preceding procedure.

In the event that anticipated registration fees and/or public transportation costs are \$50 or more for an approved conference, the Business Office may cover these items in advance if submitted in time to be processed by the due date for payment of monthly invoices.

In all cases, the conferee shall be responsible for making his/her own arrangements for registration and travel plans.

Adopted: 5/20/2013

Revised: 12/03/2013