

PROFESSIONAL CONFERENCES, SEMINARS, CONVENTIONS, ETC.

1. Filing of Letter of Intent to Participate

Each principal or systemwide administrator shall submit to the Superintendent's office a request to attend professional meetings together with an explanation of the nature of the meeting, its location and estimated cost of attendance. This is essential for determining priorities and allocating budgeted funds.

2. Participation

A tentative allocation of funds for each department may be obtained from the business office upon request.

A person will be permitted to attend a conference each year as requested within budgeting limitations.

Every effort should be made to rotate attendance to conferences among the staff members.

3. Reimbursement Procedures

The following instructions must be followed in as complete detail as possible when submitting applications for reimbursement of incurred expenses.

- a. If advance payment is requested (advance payment limited to out-of-state meetings), an application on the subscribed form shall be submitted with the request mentioned in a. above. Upon completion of the trip, a supporting statement of expenses shall be filed with the business office and any balance refunded by check.
- b. State mode of transportation -- rail, bus, airplane, or car. Allowable transportation accommodations will include coach fares, utilizing the most economical fares possible. If Saturday night stay-over is utilized, the additional cost of the hotel will be reimbursed only if the total cost of airfare and hotel is less than airfare without Saturday night stay. List amount of fare separately and submit a voucher in case of a public carrier. Certificate for tax exemption should be obtained from the central office. Car mileage reimbursement will be at the prevailing IRS allowable rate effective July 1st of each year.
- c. Hotel charges: List separately and support by hotel statement.

- d. Meals: List separately for each day away. If departure is before 8:00 a.m. and return is after 5:00 p.m., breakfast and dinner may be included.
 - e. Taxi charges or other secondary modes of travel shall be listed.
 - f. Telephone or telegram charges shall be listed with nature of call.
 - g. Registration fees, or any other incurred expenses must be substantiated.
4. The following represents the limits for out-of state travel:
- a. Per diem housing rate is at the prevailing rate listed in the brochure for the conference or hotels in that geographic area.
 - b. Per diem food rate is at \$50 per diem.
 - c. Airfare is at prevailing rate for carriers in the geographic area.
5. All summaries shall be submitted within a reasonable time after return. Requests for reimbursement must be submitted within 21 days after return.

Unless all directions are adhered to and proper evidence is presented, vouchers will not be processed or advance payments be expected to be returned and/or deducted from the applicant's salary payments.