

CONFERENCE & TRAVEL EXPENSES

Site administrators and/or appropriate program officers shall ensure that travel to conferences, meetings, and/or visitations to other sites by district personnel does not negatively interfere with the instructional program or any other operational aspect of the Monrovia Unified School District.

Travel request forms shall be signed by the person who is making the request and by the appropriate Administrator, and forwarded to the appropriate Cabinet member five weeks prior to the event. Approval may be denied if these regulations are not followed. Persons authorized to travel will select the most economical mode of travel (time/cost). The employee is to estimate the cost of the conference, meeting, and/or visitation prior to submission for approval.

CONFERENCE/TRAVEL FORM

Procedures Prior to Event

1. Complete a Conference/Travel Request form for all meetings/conferences.
2. Submit the form to the Office Manager/Secretary to fill in the appropriate account number and if Board approval is required, enter the Board meeting date when the Conference/Travel Request will appear on the Conference & Travel Report Agenda Item.
3. Submit form to the Principal or Program Director for pre-approval. The Principal or Program Director will forward the form to Fiscal Services or the Categorical Technician to ensure funds are available.
4. Fiscal Services or the Categorical Technician forwards the form to appropriate Cabinet member (Assistant Superintendent, Chief Business Officer, or Chief Technology Officer) for approval.
5. Appropriate Cabinet member forwards the form to the Superintendent's Office for approval.
6. After the Superintendent approves the Conference/Travel Request, reservations can be made. If Board approval is required, the Superintendent's Office will give a copy of the form to Human Resources so Board approval can be arranged as necessary.

7. The Superintendent's Office will return the approved Conference/Travel form to the Office Manager or Cabinet Secretary.

Procedures After the Event

1. Within two weeks of the meeting/conference submit completed Conference/Travel Request/Reimbursement forms with applicable receipts to the Principal or Program Director.
2. The Principal or Program Director will forward the documents to the appropriate Cabinet member for approval of the expenses.
3. The Cabinet member will submit the documents to the Superintendent's Office for approval
4. The documents will then be submitted to the Purchasing Department.

Reimbursement for Mileage

Any employee who uses his/her own automobile in the performance of any assigned duties outside the district will be reimbursed at the then Internal Revenue Service (IRS) and /or General Services Administration (GSA) allowable reimbursement rate, which can be found at: <http://www.gsa.gov/portal/category/100000>

In case of extended trips, reimbursement may not exceed that of tourist fare on a regularly scheduled airliner. By prior arrangement, rental cars are permissible. If a rental car is used, mileage is not reimbursable.

Reimbursement for Meals (original, detailed receipts required)

Reimbursement for meals shall not exceed the then Internal Revenue Service (IRS) and/or General Services Administration (GSA) per diem allowable rate, which can be found on the GSA website at: <http://www.gsa.gov/portal/category/100000>.

A gratuity is not to exceed 20%.

Alcoholic beverages cannot be paid for from district funds.

Revised: September 24, 2014

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Adopted: October 24, 2007

(Replaces: AR 4133(a) Travel Expenses, Conferences, Meetings and/or Visitations)