

Milton Town School District

Policy

E114: PERSONNEL – TRAVEL POLICY

Policy

Requests to attend a conference or workshop must be approved in advance by the appropriate Building Administrator and the Superintendent.

- 1) Direct connection to School District Continuous Improvement Plans.
- 2) Building Administrator's & Superintendent's appraisal of the value of the activity.
- 3) Costs – registration fees, transportation, lodging, and meals.
- 4) Degree of disruption of the regular school program.

Staff members agree to give a written or verbal report, if requested, as to what was learned and how it may be implemented in the district at the next faculty or school meeting, as scheduled by the principal. Staff members must keep accurate receipts for reimbursement, and must submit the same to the Principal to be forwarded to the Business Office within 15 days of completion of the workshop. When traveling to conferences and workshops, transportation and lodging should be shared whenever possible. Economical use of school district funds has priority over personal convenience or preference.

Reimbursable Expenses for Approved Workshops / Conferences:

- 1) Registration
 - a. Registration fees will be reimbursed for the actual cost of the conference.
 - b. Sightseeing tours, excursions, or additional cost options may not be claimed.
- 2) Transportation
 - a. When required, Air Transportation reimbursement is limited to coach class.
 - b. Shuttle or taxi fees may be claimed for travel between airport/hotel/meeting locations/restaurants when traveling by air. Gratuities may be claimed by handwriting amount paid on each receipt. Reimbursable gratuities are permissible up to 20% of an allowable expense.
 - c. If renting a car, rental cars are limited to the compact size, unless size of party necessitates a larger vehicle.
 - d. Automobile travel is to be by the most direct route and will be reimbursed at the IRS per-mile rate in effect at the time of travel for all miles traveled on district business in excess of normal commuting miles.
- 3) Lodging
 - a. Hotel/motel reimbursement will be at the single occupancy rate of a standard room. If the room expenses are to be shared with another authorized person or persons, submit a copy of the bill indicating your portion of the expense to be reimbursed.

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- b. Personal expenses, such as telephone calls, internet access fees, movies, dry cleaning, etc. are not reimbursable.
- 4) Meals
- a. Meals will be reimbursed at a maximum per day allowance not to exceed \$35
 - b. The cost of alcoholic beverages will not be reimbursed.
 - c. Meal gratuities are included in the daily meal reimbursement allowance and may be claimed by handwriting amount paid on each receipt. Reimbursable gratuities are permissible up to 20% of an allowable expense.

Please note that all reimbursements will only be issued upon completion of the conference, or workshop – proven with a certificate of attendance, and upon receipt of the “Employee Expense Reimbursement” form.

Non-Reimbursable Expenses for Approved Workshops / Conferences:

- 1) Snacks
- 2) Entertainment / Other – Movies, Personal Telephone Calls, Airline Club Memberships, Airline Upgrades, Business Class or First Class Flights, Child Care, babysitting, house-sitting, pet-sitting / kennel charges.
- 3) Laundry
- 4) Traffic and / or parking violation fines
- 5) Spouse or other family member expenses

Date Warned: 9/13/2018

Date Adopted: 10/08/2018

Legal Reference(s):

Cross Reference: