

Expense Reimbursement

Originated: March 14, 1977
Revised: May 10, 1982
August 8, 1988
August 9, 1993
June 12, 1995
April 24, 2006
January 5, 2009
November 28, 2016
January 30, 2017

I. PURPOSE

It is of utmost importance that the Superintendent of Schools keeps abreast of current happenings, legislation, regulations and developing trends within the field of education. The School Board sanctions and encourages the participation in experiences which relate to the performance of the duties and responsibilities upon the part of the Superintendent of Schools, school principals and school staff.

In order to assure the accomplishment of the management function by the Superintendent of Schools and School Principals travel becomes necessary in the following areas:

1. Employment of personnel.
2. Athletic Conference and MSHSL activities.
3. State agency consultations and meetings.
4. School Board Association functions.
5. Area and state conferences of various areas of concern.
6. National conferences, seminars and conventions.
7. Conferences with district consultants.
8. Miscellaneous travel deemed necessary for the general operation of the District.

Teacher travel becomes either desired or necessary in the following areas:

1. Athletic Conferences and MSHSL activities.
2. State Agency consultations and meetings.
3. Area and State Conferences of various areas of concern.
4. Miscellaneous travel deemed necessary for the general operation of the District.

Definition of Travel Expense: Travel expenses shall include the following:

1. Meals
2. Lodging
3. Transportation
4. Miscellaneous expenses directly related to the business function of the travel.

Authorization for Travel: All travel deemed pertinent to the administration of the school system shall be at the discretion of the Superintendent of Schools.

The Superintendent of Schools shall be permitted attendance at one (1) national conference, seminar or convention per year with the understanding the participation in said event constitutes a method to obtain knowledge and information for the betterment of the school system. Principals are allowed to attend national conventions or seminars on an alternating year schedule as follows:

1. Elementary School Principal (Even/Odd Years)
2. High School Principal (Odd/Even Years)

In the event a principal does not attend a conference, seminar or convention during the stipulated year the right for attendance is forfeited until the next stipulated year for the respective principal.

Travel for teachers and staff within a one hundred mile radius of Hawley shall be approved by the respective principal. Travel for teachers and staff in excess of one hundred miles from Hawley shall be approved, in advance, by the Superintendent of Schools. All travel involving lodging shall be approved, in advance, by the Superintendent of Schools.

Teacher & Staff Travel. Teacher & Staff travel shall be approved in accordance with this policy and the Master Agreement which calls for the Staff Development Chair to make prior approval of in-service activities of staff.

Reimbursement for Expenses: Travel funds may be advanced to school personnel for the trip. Upon completion of the trip an itemized expenditure accounting shall be submitted to the finance office of the District. Upon the presentation of the financial accounting to the District, within five days of return, school personnel shall either refund excess funds or be reimbursed for any expenditures in excess of advanced funds.

1. Travel
 - a. School owned vehicles--gas, oil, repairs, parking, etc.
 - b. Personally owned vehicles--Mileage will be reimbursed at the applicable rate established annually by the School Board when a school vehicle is not available. Mileage will be reimbursed at ½ the applicable rate established annually by the School Board when a school vehicle is available. Extenuating circumstances will be evaluated on an individual basis with the final decision resting with the Superintendent.
 - c. Air transportation--Tourist fare and transportation from airport to lodging and return.
2. Meals
 - a. An itemized listing of all meals, including gratuities, not to exceed \$35.00 per day.
3. Lodging
 - a. Rate for single room
4. Miscellaneous
 - a. Expenses directly connected with attendance at Conference or meeting.

Budget Restriction: All travel shall be within the financial limitations of the adopted budget.

ADDENDUM
Expense Reimbursement
(Staff Development)

Originated: January 27, 2003
Revised: April 24, 2006
November 28, 2016
January 30, 2017

Meal Reimbursement: Change meal reimbursable rates from specific meal prices (i.e. breakfast - \$9.00, lunch - \$10.25, and dinner - \$15.75) to “Daily full-day reimbursement for meals is not to exceed \$35.00 for all meals. Individual meal allotment amounts will remain in effect for experiences that involve a portion of the work day.”

Out of State Travel: (Excluding Fargo, North Dakota) Requests for travel out of state for professional development need to be monitored as to the frequency of individual employees making such a request, due to the significant expenses incurred as a result of such an opportunity for a single staff member.

Therefore, requests need to be approved by the following entities, in the following order: Building MEEP Team, District Staff Development Committee, Principal and Superintendent. Denials of requests for such an experience at any level may be appealed to the Policy Committee of the School Board for final determination.

Payment of Dues in Professional Organizations: It is the general practice of the school district to not pay for individual staff members “dues to professional organizations” unless specifically allowed in the employee’s contract.

From time to time an employee may find that the cost of a professional conference includes the payment of organizational dues as part of the registration. Occasionally, the non-member registration cost may exceed the cost of “dues” and the “member registration rate” if the staff person is not a member of the professional organization hosting the experience. This scenario would actually cost the district more than the “membership attendance rate” and the “professional dues” combined. In those rare cases, and determined on a case-by-case basis, the district may agree to pay the professional dues of the employee in order to not incur additional costs at the workshop.