

## **9300 Rules and Regulations**

### **School Board Member Reimbursement for School Board Expenses Conferences and Conventions**

Prior to incurring costs, the Board of Education, by a majority vote of its members at an open meeting, will approve reimbursement of specific expenses.

A minimum of thirty (30) working days notice is required for the processing of a Request for Conference Leave form.

#### **Expenses covered:**

- Lodging –the single occupancy amount for the published conference rate plus all appropriate taxes. When no single occupancy conference rate is published, the allowable rate will be reasonable and customary.
- Meals - maximum of \$50 per day, the suggested maximum meal cost is \$25 including all taxes and tip.
- Registration Fees
- Travel
- Tips

When the conference has been completed all expenses must be documented on the leave forms, substantiated by original receipts and signed by the Treasurer of the Board of Education within ten working days.

## **4135 Policy**

### **Professional Growth/Expense Reimbursement**

To encourage continuous professional growth of its administrative staff, administrators may attend appropriate conventions, conferences and in-services both in-state and out-of-state at Board of Education expense upon prior approval of the board of directors.

Participation in appropriate local associations is encouraged and necessary expenses incurred are to be recorded on the monthly Request for Reimbursement of Expenses.

#### **Rules and Regulations**

Advances for necessary expenses to be incurred at national, state or other in-service conferences must be submitted on the "Request for Conference Leave" form and approved by the appropriate director(s). The district will reimburse for lodging at the published single rate for the conference per night. If a published rate is not available, reimbursement will be provided at reasonable and customary rates for the area. The maximum allowance for meals is \$40 per day, with no one meal exceeding \$25.

When the conference has been completed all expenses must be documented on the leave forms, substantiated by original receipts and signed by the approving directors(s) within ten working days. Only reasonable expenses will be allowed.