

WILSONA CONFERENCE APPROVAL AND EXPENSE PROCEDURE

I. EMPLOYEE RESPONSIBILITIES

PRIOR TO CONFERENCE ATTENDANCE

- A. Complete and sign a **Request for Conference Attendance** form (attachment #1), including all estimated costs. Attach all conference information to the request form. Complete:
- Employee name
 - Conference Title
 - Check "Original Request" if this is the first request to attend the conference
 - SACS Funding – get this information from your supervisor
 - PO# - if you are requesting a PO for registration payment include the PO number
 - Classification – your position, teacher, bus driver, secretary, etc
 - Conference Location – the city in which the conference will be held
 - Dates – the dates you will be at the conference
 - Substitute days – the number of days you will need a substitute
 - Board Approved on – if the conference expenses will be over \$500 the date of the Board approved the conference request
 - Estimate costs of meals, transportation, hotel, etc

When calculating meals; Board Policy 4233 states the maximum reimbursement for:

Full Day Conference (three meals for overnight conferences) = \$26 per day

Half Day (two meals) = \$13 per day

When calculating hotel; Board Policy 4233 states the maximum hotel reimbursement is \$120 utilizing double occupancy unless the Board approves a different amount

When calculating mileage; you must deduct the miles you travel daily to work. Those miles are not reimbursable.

Mileage example: You travel 25 miles to work and back home daily. You attend a meeting that is 120 miles round trip (home to meeting place and back home). You will deduct the 25 miles you travel daily to work and back and the difference is what you can claim for reimbursement. In this example, 95 miles would be reimbursed.

If you have any questions, contact the district office business office.

- B. Submit completed forms and necessary registration materials to your immediate Supervisor for approval not less than ten (10) working days prior to registration deadline. "Emergency" conference requests will not be processed without prior approval of the Superintendent.

NOTE: conferences which exceed a total cost of **\$500.00 (registration and expenses) MUST BE SUBMITTED TO THE BOARD OF TRUSTEES FOR APPROVAL** and therefore, requests must be submitted to Supervisor at least two (2) days prior to management Meeting (held approximately two (2) weeks before board meeting). Board meetings must occur at least five (5) days before registration deadline to allow for submission to the Business Services Department.

- C. Once the conference attendance is approved, the yellow and pink copies of the Request for Conference Attendance form will be returned to you. At that time, **register for the**

conference, make all necessary travel (airline) and hotel reservations and pay all fees and expenses.

If a Purchase Order is acceptable payment for conference registration, the Business Office or the site Secretary can help request a Purchase Order so that you do not have to wait for reimbursement. In many cases it is also possible to arrange with the Business Services Department to have airline fares and hotel reservations billed directly to the district. Contact the CBO for assistance.

- D. Enter the absence in AESOP and request a substitute if necessary.
- E. Keep a copy of all conference and payment information. It will be needed for reimbursement purposes.
- F. If an employee registers for a conference and is unable to attend he/she should communicate with the immediate supervisor to find a substitute to attend the conference or cancel registration and travel accommodations and arrange for a full refund. If unable to do so, the employee must reimburse the district for any cost the district has expended for the conference.

AFTER THE CONFERENCE ATTENDANCE

- G. Complete the pink and yellow copies of the Request for Conference Attendance form with actual expenses and attach all receipts: this will act as the conference reimbursement request.

For mileage reimbursement, submit a Map Quest print-out showing the miles from home to work and from home to conference location.

Original receipts are required in order to process reimbursement for all items. Copies of receipts will not be accepted.

Receipts should indicate the items purchased and the date of purchase. See attachment #2 for receipt information. (Please note: alcohol or the cost of non-business entertainment, such as in-room movies, is not a reimbursable expense.

- H. Attach a written conference report to the pink and yellow Request for Conference Attendance form and submit it to your supervisor. The conference report should be addressed to your immediate supervisor and briefly state the content of the workshop and what you gained by your attendance. This report will be reviewed and upon approval will be forwarded to the Superintendents secretary to be included as information to the Board.

The conference reimbursement request (pink and yellow forms) and report should be turned in within fifteen (15) days of the employee's return. Reimbursement shall not exceed the estimated expense approved by the Superintendent or CBO without further Superintendent approval.

Administrative regulations 4133(c) 4233(c) and 9250(c) cover the district's policy on failure to attend, travel claims, etc. .

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II. SUPERVISOR RESPONSIBILITIES

PRIOR TO CONFERENCE ATTENDANCE

- A. Discuss with employee the value of the conference and your expectations upon return. Make sure the employee understands the conference attendance process:
- The employee is responsible to complete all registration and travel arrangements and make payments or contact the Business Office for pre-payment assistance after the pink and yellow Request for Conference Attendance form is approved and returned to the employee from the Business Office.
 - A written report must accompany the reimbursement paperwork and receipts, and be completed and given to you for approval within fifteen (15) days after conference attendance.
- B. Request board approval for conference attendance when the registration and expense total is over \$500.00.
- C. Approve conference request by signing the Request for Conference Attendance form and submit it to the Business Services Department not less than eight (8) working days prior to registration deadline.

The supervisor may wish to keep a copy of the conference requests and attendance information.

- D. Approve absence request in AESOP.

AFTER THE CONFERENCE ATTENDANCE

- E. Review expenses and the conference report. Sign the yellow copy of the Request for Conference Attendance form – submit to Business Office.
- F. If a Purchase Order paid for registration, the supervisor must stamp the Gold copy of the PO with the “auditor’s stamp” approving the PO for payment and send the Gold copy of the PO to the Business Office with the pink and yellow Request for Conference Attendance form.

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III. BUSINESS SERVICES DEPARTMENT RESPONSIBILITIES

PRIOR TO CONFERENCE ATTENDANCE

- A. Check proper account coding, verify available funds, and approve conference attendance. If the total cost of conference attendance exceeds \$500, the Business Office will verify Board Approval.
- B. Retain the original of the conference request package and return pink and yellow copies of the conference reimbursement form to the employee within three (3) working days so they can make registration and travel arrangements. If a PO has been generated, the Business Office will attach a copy of the PO to the white copy of the Request for Conference Attendance form and file awaiting conference attendance.

AFTER THE CONFERENCE ATTENDANCE

- C. Attach the white copy of the Request for Conference Attendance form to the pink and yellow copies submitted for reimbursement from the employee. Review receipts, verify costs and complete the Conference Reimbursement Form.
- D. Submit the Conference Report to the Superintendent.
- E. Prepare the reimbursement and send it with the pink copy of the Request for Conference Attendance form to the employee.



Wilsona School District

REQUEST FOR CONFERENCE ATTENDANCE

Attachment # 1

3078

EA131 3 EA4231 1 EA250 EA133 EA233

Site: VSG CMS WAA TRANS CN DO Grounds

Name: _____

Conference/Workshop Title: _____

Original Request Amended Request (reason): _____

SACS Funding: _____

P.O. # (if applicable): _____

Classification: _____

Conf. Location: _____

Number of Substitute Days: _____

Board Approved On: _____

Date(s): _____

Date(s):	Fund	Res	Goal	Func	Qty	Loc	Totals
*Registration							
*Breakfast							
*Lunch							
*Dinner							
*Hotel							
*Airfare							
*Car Rental							
_____ miles @ _____							
*Parking							
*Other Trans _____							
Total Estimated Cost							

* All receipts must be attached for reimbursement

Total Estimated Cost

Actual Cost

Balance

¹ I hereby certify that the above statement represents actual and necessary expenses connected to my attendance at the activity

Request forms must be submitted to the Business Services Office 15 working days prior to conference attendance; 20 working days prior in order to obtain Board approval if the cost exceeds \$500.00

Employees are responsible for hotel reservations and airfare, and will receive reimbursement when Conference Reimbursement Part 2 is submitted to District Office with receipts attached

Expenditures may not exceed the estimated cost approved by the District Office

Part 1 - Signatures Required for Conference Approval

Employee	Date
Supervisor	Date
Supr030	Date

Yellow: District Office/second approval Pink: Employee

Part One

BAD RECEIPT



Restaurant #1089
General Manager - Carol Garcia
Chef - Armando Blancarte
(661) 942-5225
Date: Feb21'11 02:10PM
Card Type: Visa
Acct #: XXXXXXXXXXXXX
Trans Key: AFE004651776587
Exp Date: *A/XX
Auth Code: 188569
Check #: 6969
Check ID: 101 COUPLE
Server: 1005 Sandra G

Subtotal: 27.40
Tip: _____
Total: _____

I agree to pay above total according to my card issuer agreement.

Guest Copy

This receipt does not give details of what food items were purchased or the number of guests.

GOOD RECEIPT



Restaurant #1089
General Manager - Carol Garcia
Chef - Armando Blancarte
(661) 942-5225

1005 Sandra G
Chk 6969 101 COUPLE Gst 1
Feb21'11 01:14PM

1 88 LOADED FRIES 6.99
1 88 WINGS 8.99
1 SPASALAD BRO 8.99
wedge salad
stk soup

Food 24.97
Tax 2.43
02:08PM Total 27.40

Join us for Happy Hour
4-7pm Monday-Friday
for \$3-\$5 Appetizers
and Drink Specials

This receipt breakouts the food items and also lists the number of guests. Tips are not reimbursable. Alcoholic drinks should not be on any receipt turned in for reimbursement.

Attachment #2

Wilsona SD

Board Policy

Travel Expenses

BP 4233
Personnel

The travel policy applies uniformly to employees, Governing Board members and representatives of the Board.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Travel includes attendance at workshops, seminars, conventions, conferences or other meetings of interest to the district.

Delegation of Authority to Superintendent

The authority to authorize employee travel is hereby delegated to the Superintendent. All restrictions and limitations within this policy shall apply.

Delegation Limitations

1. Any travel for which the estimated cost per person will exceed \$500 for registration, travel, meals and lodging shall require Board approval in advance of the activity.
2. The Board reserves the right to restrict the number of employees in attendance at an educational conference at any one time.
3. Attendance at an educational conference where an employee elects to receive college or university credit for salary advancement in the district salary schedule will result in the employee paying for substitute and all other expenses.
4. Attendance by Board members must be approved by the Board.
5. A written and/or oral report must be presented to the staff and/or Board.

Restrictions

1. The district reserves the right to specify mode of travel and place of lodging at any educational conference, except that transportation shall not exceed the rate of air travel by common carrier.
2. The employee's immediate management-level supervisor's approval shall be required

3. The Superintendent's approval shall be required.
4. Board members with prior Board approval are authorized to attend the following type conferences or meetings with actual and necessary expenses reimbursed:
 - a. Within the State of California
 - (1) Meetings called by the State Superintendent of Public Instruction
 - (2) Regular or committee meetings of the California legislature
 - (3) Meetings of the State Allocation Board, commissions, and/or departments of state government
 - (4) Meetings or conferences of any society, association or organization for which the Board has approved membership
 - (5) Meetings of accreditation, councils or commissions of California public agencies or related federal agencies
 - (6) Visitations to schools in the State of California for this discussion on any school matter of interest to the school district
 - (7) Any meeting within the state deemed by the Board to be related to public school matters
 - (8) Meetings with other governmental agency officials which are of concern to the school district
 - b. Outside of State
 - (1) Meetings with representatives of the United States Government to discuss school district business
 - (2) Attend conferences concerned with education, federal legislation or federal appropriations to public schools.
 - (3) Visit schools for the discussion or observation of school matters deemed by the Board to relate to public school matters
 - (4) Meetings or conferences of any society, association or organization for which the Board has approved membership

Conference Request Forms

Conference request forms must be submitted to the education services office no less than 10 working days prior to a conference registration deadline. Conference request forms must

include all estimated expenses. Reimbursements will be made only for actual expenses incurred in the original request and approved by immediate supervisor.

Failure to Attend

An employee who is unable to attend a paid for conference may try to find an appropriate replacement, if this is acceptable with the conference people, or cancel the attendance and arrange for a full refund. If unable to do so, the employee must reimburse the district for the cost of the conference.

Travel Claims

Whenever travel is properly authorized and costs are incurred, the employee shall be required to prepare a claim which shows in detail all expenditures incurred. Invoices or proof of payment shall also be provided and attached to the claim for the following:

1. Meals
2. Transportation
3. Lodging
4. Telephone for district business

Conference Fees

Conference fees for specific events shall be reimbursed, excepting that cost of conference-sponsored or unsponsored activities which are essentially entertainment or nonbusiness.

Incidentals

Other incidental minor costs, as claimed, may be approved by the Superintendent, provided such other costs are explained in detail.

Lodging

Lodging shall be reimbursed for authorized stayover. If a spouse is in attendance, reimbursement shall not exceed the rate for single occupancy lodging.

~~Hotel reimbursements may not exceed \$120, utilizing double occupancy whenever possible.~~

At the discretion of the Board, based on location and other cost factors, hotel claims which exceed the previous limitations may be authorized.

Meals

Reimbursement shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual costs is less than the limitation prescribed herein, only the actual amount may be claimed. If a meal cost should exceed the limitation, the claimant has the option of claiming the limitation amount, or claiming the actual higher amount with a statement of justification attached to the claim.

The following are approved meal limitations:

1. Whole Day - three meals - \$26
2. Half Day - two meals - \$13

At the discretion of the Board, based on location and other cost factors, meal claims which exceed the previous limitations are authorized.

Tips or alcoholic beverages are not reimbursable.

Mileage - Certificated/Classified

Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage current IRS rate.

Registration

Registration fees are authorized and may be prepaid by the district office.

Telephone

Telephone or telegram expenses are permitted for school business purposes only.

Transportation

Private vehicles, air transportation or other mode may be allowed. Economy, standard, tourist or similar air fare rates are allowed. The district shall make reimbursement for transportation resulting in the least cost to the district.

Regulation WILSONA SCHOOL DISTRICT
approved: November 21, 1996 Palmdale, California
revised: January 24, 2013