

Millard School District EXPENSE ACCOUNT POLICY

It is recognized by the Board of Education that personnel of the District will be required to attend meetings and conventions. Therefore, when attendance at such meetings has been approved, the following guidelines will be followed in determining payment to personnel:

In-State Travel

Prior Approval:

Requests for reimbursement must be submitted on a district form, and signed and approved by the principal and/or program supervisor.

Mileage:

Mileage will be paid at 75% of IRS standard mileage rates, as of the start of each new fiscal year, for approved automobiles. If possible, it is recommended that district cars be used.

Meals:

Meals will be paid at the rate of \$7.00 for Breakfast, \$10.00 for Lunch, and \$15.00 for Dinner, with a maximum of three meals per day. Reimbursement will be made for out-of-district meals only. Individual meals, in District, will not be allowed using a district purchasing card or to be reimbursed.

Lodging:

For stays at a conference hotel, the Millard School District will reimburse the actual cost plus tax for in-state travel. The traveler must include the conference registration brochure with the Travel Reimbursement Request. Lodging will be paid on actual expenses, with receipts recorded up to \$75.00 per night when traveling with two or more people in a room; and \$150.00 with traveling alone.

Out-of-State

It is recognized that special workshops or conventions will be held for students and employees that require out-of-state travel. This document is written to provide direction to all employees and staff when requests are made for out-of-state travel. The guidelines will be helpful to the Board in maintaining consistency as requests for out-of-state trips are presented and approved. They are as follows:

A. Out-of-State Travel Requests –

1. Any employee wishing to attend out-of-state conferences for the upcoming school year should submit their request by September 1st.
2. Sometimes employees are not aware of the workshops scheduled or the costs. They should still submit their requests by September 1st.
3. Employees will not be granted consecutive years of out-of-state travel unless budget funds are not expended. Employees holding leadership positions in state or national organizations may have consideration for annual attendance at conference.
4. The Board reserves the right to approve or disapprove workshops that may become available after the September 1st deadline depending on the availability of budget funds.

5. It may be desirous for more than one employee within a department to attend an out-of-state clinic or workshop. Such a request explaining the circumstances should be submitted. Approval may be granted based on need and funds available. Consecutive year requests will not be approved.
6. The Board must approve all out-of-state travel. Any unusual circumstances should be presented and approved by the Board.

B. Additional Guidelines –

1. Total allotment from regular district budget for out-of-state travel will not exceed \$10,000 per year.
2. Requests will be considered on the educational value of the activity and the educational benefit received by the applicant.
3. Each request must first indicate what other sources of revenue are available for the workshop or convention. This funding source will help in determining the actual district contribution.
4. As a general rule the below stated amounts will be followed:
 - a. For stays at a conference hotel, the Millard School District will reimburse the actual cost plus tax for out-of-state travel. The traveler must include the conference registration brochure with the Travel Reimbursement Request.
 - b. **Student Conference and Conventions** - \$200 to \$250 per individual. These limits are not to exceed actual expenses – a limit on the total number to attend will be recommended by the principal, superintendent, and approved by the Board of Education. Each organization will be limited to \$500 per event, and possibly one event per year. **~Currently Suspended~**
 - c. **Employee Conventions and Workshops** – maximum **\$250 plus meal allowances and mileage per day**. Limited to **\$1,500** per person for each convention prior approved. When other sources of funding are available, employees may receive from zero to maximum amounts depending on the recommendation of the principal, superintendent, and approval of the Board of Education.
 - d. **General Guidelines to Follow** – Registration fees for conferences will be paid by the Board. Mileage will be paid at 75% of IRS standard mileage rates, as of the start of each new fiscal year, for approved automobiles, actual expenses for commercial transportation. Lodging will be allowed at the rate of actual expenses, with receipts, not to exceed \$1,500, recorded up to \$125.00 per night when traveling with two or more people in a room and \$250.00 when traveling alone.

Meals:	Breakfast	\$10.00
	Lunch	\$15.00
	Dinner	\$25.00