

Menlo Park City School District

Conference/Workshop Authorization and Reimbursement Procedures

Approval

- Supervisor and/or site administrator must approve conference/workshop before final arrangements are made and at least 30 days prior to conference if airfare will be needed.
- Purchase orders are the preferred payment method. If a vendor does not accept PO's, then a District credit card may be used. Employee reimbursements should be a last resort as registration and airfare will not be reimbursed until after the conference has occurred.
- Completed conference/workshop reimbursement forms must contain all appropriate signatures.
- Original, itemized receipts must be submitted for approval.
- Entertainment costs are not reimbursable.

Lodging

- Reimbursement is based on single occupancy for a moderate, reputable facility.
- Reimbursable dates are determined by the conference dates.
- Original, itemized receipts are required for reimbursement of all lodging expenses.
- No in-house movies will be reimbursed.

Meals

- Reimbursement is based on actual expense up to the daily maximum allowance.
- The maximum daily allowance is determined by the US General Services Administration (www.gsa.gov/perdiem) for San Mateo County at \$69 per day.
 - Breakfast \$16
 - Lunch \$17
 - Dinner \$31
 - Incidentals \$ 5(Incidentals include fees/tips given to porters, baggage carriers and/or hotel staff.)
- Original, itemized receipts are required for approval of all meal reimbursements.
- Alcoholic beverages are not reimbursable.
- Meals purchased in lieu of conference-provided meals are not reimbursable.
 - Exceptions are allowed if the conference venue is unable to provide alternatives to accommodate dietary restrictions. (Please document exceptions.)

Airfare

- The Superintendent must approve all requests involving airfare in advance.
- Airline travel arrangements must be made at least 30 days prior to conference date.
- Reimbursement is based on coach/economy fares.
- The lesser of mileage or airfare will be reimbursed.

Transportation

- Claims for mileage reimbursement are based on IRS standard mileage rates.
- Reimbursement is based on the lesser of miles from the employee's work site or home to the conference location.

Menlo Park City School District
 Conference/Workshop Pre-Approval

Name: _____ School: _____

Title of Event: _____

Type of Event: Conference Workshop Other: _____

Dates of Attendance: _____ to _____ Total Business Days: _____

Location: _____

Reason for Attendance/Expected Benefit to District: _____

Note: Staff are expected to share what they have learned and may be called upon to lead in-house

ESTIMATED COST:

- Registration (actual cost) \$ _____
- Airfare (Events requiring airfare must be pre-approved at least 30 days in advance) \$ _____
- Mileage (IRS standard rate) \$0.54 x _____ miles = \$ _____
- Meals & tips (GSA rate for SM County) \$69 x _____ days = \$ _____
- Lodging (actual cost) _____ x _____ nights = \$ _____
- Certificated Substitute \$165 x _____ days = \$ _____
- Other (Misc) _____ \$ _____
- _____ \$ _____
- TOTAL ESTIMATED COST** \$ _____

Purchase order requisitions are the preferred payment method. If a vendor does not accept a PO, then a District credit card may be used. Employee reimbursements for anything other than mileage and meals should be a last resort. Employee reimbursements for registration and airfare will not be reimbursed until after the event has occurred. Reimbursement forms should be submitted within 30 days of the event and must include original, itemized receipts.

 Employee Signature

 Date

FUNDING SOURCE(S): _____

Approved Not Approved

Approved Not Approved

 Principal/Program Manager

 Superintendent/Designee (*for events involving airfare*)