

Conference Expenses

All requests for conference attendance must be submitted and approved by PO, signed by the principal. Allowable expenses for approved conference participation are reimbursable. The participant pays the expenses when they are incurred and then files a claim for reimbursement. The following guidelines set forth the allowable expenses and the maximum amounts for which reimbursement can be made.

1. Maximum registration fee: \$250.00. (Registration fee in excess of \$250.00 must have prior approval of Superintendent or Assistant Superintendent. Must turn in **receipts** for registration fee with reimbursement.
2. Overnight lodging for conference attendance: (1) each staff member must make an effort to get/request state rates; (2) if state rates are not available, the Superintendent or Assistant Superintendent can approve lodging fee up to \$125.00; (3) lodging fee in excess of \$125.00 must be approved by the School Board. Receipts for hotel/motel must be submitted with the claim for reimbursement. If multiple people are attending the same conference, it is expected that you will share rooms whenever possible. Movies or entertainment charged to hotel room are disallowed expenses.
3. Meals for conference attendance are based on location and time of year. Once a conference has been approved, meal rates will be emailed to participants. Anything above a 15% tip will not be reimbursed. Alcoholic beverages are disallowed expenses. Itemized receipts are required for reimbursement and should be attached to reimbursement form.
4. You must request a county car when traveling. Mileage will not be reimbursed if you choose to drive your personal vehicle. **Carpool whenever possible.**

Forms for claiming reimbursement may be obtained from the Central Office in Boydton. An approved claim will be presented for payment at the regular meeting of the school board following the presentation of the claim. Checks are usually issued within three or four days after a school board meeting.