

Reimbursement of Pre-approved Expenses Related to Educational or Work-Related Conferences

Approval Criteria

1. Conference leave may be granted only if the workshop, seminar, or conference is of an academic nature or otherwise related to the requesting employee's job assignment. Agendas for conference requests use to be included in the request to indicate if meals are included in the conference registration.
2. Conference registration or expense reimbursement will not be accepted without a copy of the approved Request to Attend Meeting/Conference form.
3. All conference leave requests are subject to approval in public session by the Board of School Trustees.

Meals

1. Employees' maximum reimbursement for meal and incidental expenditures during an overnight conference shall not exceed an amount of \$25.00 per day of the conference. Meal and incidental expenditures for a one-day conference/seminar will not be reimbursed. Expenses are reimbursable only when receipts are included with the appropriate Accounts Payable voucher form.
 - A. The recommended receipt by the State Board of Accounts is an itemized meal receipt showing actual food items purchased.
 - B. Alternate acceptable receipts are a cash register receipt, guest check, or credit card statement if the itemized receipt is not obtainable.
 - C. The State Board of Accounts does not recommend accepting the stub from a guest check, but CCSC will only if the employee has asked the restaurant for a cash register receipt and/or a guest check and the restaurant refuses to supply it.
 - D. Gratuities will not be reimbursed.
 - E. If more than one employee is included on a meal receipt, individual names must be listed on the receipt and not duplicated by the employees.
 - F. Alcoholic beverages are not a reimbursable expense.

Registration Fees – Conference registration fees should be either paid directly by the school corporation (by purchase order where accepted) or reimbursed to employees (after the conference is held and with submission of proof of payment

by the employee). Reimbursement requests should be submitted no later than the Thursday preceding the third Tuesday of the month.

Lodging

1. Reasonable lodging expenditures during conference and travel dates are reimbursable only when receipts are included with the appropriate voucher form (these expenditures include all taxes applicable to hotel charges). No lodging expenses will be approved for travel less than 60 miles (one way) from point of origin. If more than one employee is included on a hotel receipt, those employees must be listed and not duplicated by employees.
2. Lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available.
3. Hotel charges will be paid at single room rates unless employees attending the same conference share rooms.
4. Any other hotel charges not listed above are not reimbursable (i.e. movies, entertainment, etc.).

Mileage

1. Use of Personal Automobile /Mileage Reimbursement. As authorized by the appropriate Department Head, employees may use their own automobile to accomplish the work of CCSC. The employee shall be reimbursed for the use of his or her automobile on the basis of mileage rate established by CCSC Board of Trustees and as amended from time to time or as otherwise provided by Board approved contract. Mileage will be reimbursed only for travel away from the primary work site, and only for trips in excess of ten (10) miles (round trip). Mileage will be calculated based upon the approved mileage table or as computed by standard online mapping programs, or by submitting the completed Mileage Form (Form 101) prescribed by the Indiana State Board of Accounts. Mileage will be reimbursed for the lesser of the distance between the employee's home and the destination or the employee's Corporation work site and the destination. All mileage records must be accurately maintained and submitted to the Department Head. Employees who are required to use their own automobile in the performance of CCSC business must carry automobile insurance. It is recommended that employees carry larger amounts of automobile insurance for their own protection.
2. Reports must be submitted within 10 days of the completion of the conference.

Adopted: November 15, 2010