

4135 POLICY – Business and Travel Expenses

The Board of Education may pay for the actual and necessary expenses of any staff of the District incurred in the discharging of their official duties, whether inside or outside the district.

To receive reimbursement, supporting itemized receipts or other evidence must be submitted to the District's business office to verify expenses incurred.

Payment of expenses for staff may be made for attending a meeting approved in accordance with policy and operational procedures.

Policy
Adopted: 10/28/63
Revised: 09/27/99
Revised: 06/26/17

Board of Education Utica Community Schools

4135 RULES AND REGULATIONS – Business and Travel Expenses

A Request for Conference Leave Form must be submitted 30 days prior to attendance of a conference for approval by the employee's immediate administrator. The employee is required to provide an estimated cost of attendance.

Advances for necessary expenses to be incurred at national, state or other in-service conferences must be submitted on the "Request for Conference Leave" form and approved by the appropriate administrator(s). The district will reimburse for lodging at the published single rate for the conference per night. If a published rate is not available, reimbursement will be provided at reasonable and customary rates for the area.

Prior approved airline tickets will be reimbursed up to \$350, anything above \$350 must be approved 30 days in advance by the purchasing department. The district will only reimburse coach or economy airfare.

When the conference has been completed all expenses must be documented on the leave form, substantiated by original receipts and signed by the approving administrator(s) within ten working days. Only reasonable and necessary expenses will be allowed. Meals other than those included in the conference registration are at the employee's expense and will not be reimbursed by the district.

Rules and Regulations
Revised: 1/1/87
Readopted: 07/94
Revised: 10/9/95
Revised: 08/01
Revised 6/26/17

Superintendent of Schools