

CONFERENCE/OVERNIGHT STAY EXPENSE REIMBURSEMENT

Given the additional reporting and scrutiny ISD's are subject to regarding conference expenses, WISD has developed a form to be used by all people when attending a conference/seminar/meeting/etc. which includes an overnight stay. The Conference Attendance Request form has been printed on an envelope, which may be used to keep all receipts in one place. **Expenses of this nature must use the conference envelope; expenses of this type submitted on any other form will not be reimbursed.** Therefore, electronic versions of this form will not be available. Expenses submitted on a copy of the conference envelope will not be reimbursed. Lost envelopes will be dealt with on an individual basis.

The front side of the envelope must be completed and signed by your supervisor before any costs are incurred for the conference travel, including purchase orders for registration, airfare, etc. The back side of the envelope must be completed after the conference. As it states on the envelope, line-item expenses in excess of the estimated amounts will NOT be reimbursed. In other words, if your hotel bill is more than you estimated because you forgot to include the local tax, you will only be reimbursed up to the estimated amount. All changes to the pre-approval side of the envelope must be initialed and dated by the supervisor. The use of white-out is not acceptable anywhere on the envelope. WISD's expense guidelines (on the back of the Expense Report form) regarding meal expense limitations, reimbursement approval time lines, etc. apply to these conference reimbursements, in addition to the guidelines below.

Staff should continue to use the yellow mileage form for mileage driven as part of daily work, including travel outside the county not involving an overnight stay. Do not include overnight conference mileage on both the yellow mileage form.

Please use the following items to assist in preparation of the conference envelope.

1. Conference envelopes need to be filled out by all people who attend any type of conference or training that involves an overnight stay, even if you choose not to spend the night. You do not have to complete the form for one-day training sessions. The form must be filled out and approved PRIOR to your conference or training. Please avoid using acronyms. Spell things out such as organization names.
2. REMEMBER, you will be reimbursed for the approved estimates or the actual – whichever is lower. (For example, if you think you will be traveling 40 miles to and from your training, and it ends up being 60 miles – you will be paid for the 40 miles only.)
3. Hotels – The cost of the room is not to exceed the lowest single room rate charged by the hotel. You will need to provide a detailed bill from the hotel – a credit card receipt is not sufficient. You will need to include the hotel tax and any extra fees from the hotel on your estimate side of the envelope.

4. Air/rail/bus costs – Transportation reservations will be secured by the individual staff member either by shopping rates online or by using the travel agencies approved by the Board of Education (Superintendent’s Office) and will be limited to single coach economy rate. If the employee makes their own travel arrangements, they should utilize the resources of the Web to identify the lowest cost carrier (employees will not be expected to purchase flights/trains with more than one layover). If it is determined that the employee did not attempt to identify the lowest cost carrier, the employee may be held responsible for excess costs of the travel. If you want to drive your personal vehicle instead of going by common carrier and your supervisor has approved this, the maximum mileage reimbursement will not exceed the cost of the common carrier charges. You will need to provide proof of the cost of the tickets – the confirmation from the computer is not sufficient. Sometimes the boarding pass has the price listed on it also. You will need to provide proof that you actually got on the plane/train/bus.
5. Meals – The daily allowance for meals is \$45.00. The suggested breakdown is: Breakfast \$7, Lunch \$13, Dinner \$25. If the conference includes a meal (sponsored breakfast, keynote speaker luncheon, etc.), the employee can use the above guidelines for any remaining meals for that day. However, WISD understands that some conferences are held in areas where the cost of meals is higher than in the Ann Arbor area and/or the employee cannot easily get to a location with more affordable meals. The employee shall use good judgment in selecting restaurants and meals; the reimbursement is being made with public funds. Should the employee have any questions, they should consult with their supervisor prior to incurring the cost. A copy of the conference agenda needs to be provided with your conference envelope to the Business Office once you return (it should actually be there when you submitted the form to your supervisor for your approval to attend).
6. Meals – You must turn in a detailed receipt from the restaurant. Again, the credit card receipt is not sufficient. If you used room service, you will still need to provide details as to what you received. Room service fees will not be reimbursed.
7. Taxis, shuttles and other public transportation – Necessary taxi or shuttle fares from the terminal or station to the conference lodging and back to the terminal/station will be reimbursed. Employees should use the lowest cost form of transportation. Taxis should be shared when more than one individual from the District attends the same conference. Transportation expenses not related to work activities will not be reimbursed. All transportation receipts must be presented for reimbursement.
8. Rental Car – Charges for a rental car at a conference are allowable upon pre-approval by your supervisor, but should only be approved if 1) a form of transportation is necessary to accomplish the work-related goals of the travel and

- 2) walking and/or public transportation are not a viable option. Generally, reimbursement will be made for a mid-size-category vehicle. A full-size rental car may be approved by the supervisor for a conference with multiple registered attendees. Rental from the day prior to the start of the conference to the day after the conference is allowable. Staff will be responsible for charges incurred in excess of this guideline.
9. Parking – Keep your parking receipts. Ask for a receipt if the parking stub you were given doesn't have the cost included on it.
 10. Purchase Orders – The purchase orders that cover the costs of your conference need to have listed on it: who will be attending, where it will be held, the dates of the conference and the name of the conference. Please include in the envelope a copy of all the purchase orders associated with the conference expenditures.

There is also a Conference Envelope Helpful Tips document available in the Groups/All Agency/Agency Forms/Business Office Forms directory on the network. If you have any questions about how to complete the form, please contact the Business Office for additional guidance.