
EXPENSE REIMBURSEMENT PROCEDURES

Attendance at educational conferences, conventions, institutes, and workshops shall be encouraged consistent with the needs of the school district and the financial resources available to support such attendance. These conferences should provide professional development in areas designated by foundational District documents such as School or District Improvement Plan, District Goals, and/or individual professional development plans, and help the staff to keep abreast of issues, developments, and innovations in education.

Employees traveling on School District business are expected to exercise good judgment; ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District; and be certain that they are within the guidelines of this policy. The Superintendent or the Board of Education may grant exceptions on a case-by-case basis if the exceptions are compliant with the overall intent of the policy.

Professional Visitation Request Form

Any administrator, teacher, Board of Education Member or other employee of the Nashua School District desiring to attend an educational conference, workshop, or similar educational meeting where reimbursement is requested should submit a written request on a *Professional Visitation Request* form at least 15 days prior to the date of such event. The request should contain the following information: the place, date(s), and nature of the event; the number of days away from school; the reimbursement being requested; and the endorsement of the individual's immediate supervisor. Request approvals will be based on needs of the district and available funds.

Approval Process

Travel Requests for Superintendent of Schools and Board of Education Members

The Superintendent of Schools and members of the Board of Education shall submit any out-of-state Professional Visitation Requests and all Professional Visitation Requests exceeding \$500 to the Board of Education for approval at least 15 days prior to the date of the event. Any reimbursable expenses incurred in addition to previously approved reimbursable expenses may be submitted for approval by the Superintendent or Board of Education members to the Board of Education along with the required documentation.

Travel Requests for All Others

School District employees shall submit all Professional Visitation Requests to the Superintendent or Superintendent's designee for approval at least 15 days prior to the date of the event.

Employee requests exceeding \$500 shall be approved by the Superintendent. Any reimbursable expenses incurred in addition to previously approved reimbursable expenses may be submitted for approval by the employee to the Superintendent along with the required documentation.

Factors Considered in Approval Process

In reviewing a request, the Superintendent or Superintendent's designee and the Board of Education will consider at least the following factors:

- Value of conference to the School District and to the individual.
- Available funds.
- Individual's membership in the association or group sponsoring the conference, if applicable.

- Whether the person making the request is on the conference program. Direct participation will be considered an added reason for approval.
- Date of last attendance at a similar conference, with the stated desire of providing for rotation of attendance among eligible staff members.

Funding for Professional Visitation Requests

Financial assistance for attendance at educational conferences, conventions, institutes, and workshops shall normally be as follows, whether funded through the operating budget or special grants:

- Reimbursement for cost of travel
- Reimbursement for food, lodging, and personal vehicle use based on the current IRS and GSA (General Services Administration) regulations.
- Payment for registration fees

Expense Guidelines

Transportation

Method of transportation selected must be the most advantageous to the School District, when cost and other factors are considered. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee’s duties. Employees choosing methods of transportation that are not the most advantageous to the School District, as determined by the Superintendent or Superintendent’s designee or by the Board of Education when the employee is the Superintendent or a member of the Board of Education, shall be personally responsible for the additional expense over the most advantageous method.

Air

An economy coach round-trip ticket is standard. Employees shall make reservations far enough in advance to receive a discounted fare whenever possible. Reimbursement will be for the cost of airfare from departure point to point of business destination only. If personal stops are made enroute to a business destination, the employee will be reimbursed only for the discounted round-trip coach fare directly to the business destination.

Ground

Use of other modes of transportation may be approved by the Superintendent or Superintendent’s designee or by the Board of Education when the employee involved is the Superintendent or a member of the Board of Education based on circumstances of travel that render air transportation uneconomical or impractical. When applicable, rates for reimbursement for ground transportation or an employee’s personal vehicle will be based on the current IRS and GSA regulations.

Lodging

Reimbursement for lodging will not be provided when the conference site is within 50 miles (one way) driving distance from the closer of the City of Nashua or the employee’s home unless previously approved by the Superintendent or Superintendent’s designee or by the Board of Education when the employee is the Superintendent or a member of the Board of Education.

Lodging accommodations for approved conferences shall be based on single occupancy rates. The School District will not reimburse employees for lodging expenses incurred for additional guests in the same room who are not School District employees on official School District

business. If there are no vacancies in the hotel where the conference is being held, the employee shall attempt to secure comparable rates at the nearest hotel.

Lodging will be provided for the night prior to a conference, through the last day of the conference.

Business Meals

The IRS has stringent regulations regarding business meals, one of which is that the meal must directly precede or follow substantial and bona fide business discussion. The School District must be able to properly document the meal to satisfy these requirements. Therefore, the following information must be provided when requesting reimbursement for a business meal:

- Cost (including tax and tip)
- Date
- Name and location of restaurant
- Names, titles and business relationship to all persons attending
- Business purpose
- The itemized listing of purchases

Alcohol

No alcoholic beverages may be purchased with School District funds.

Personal Travel

When personal travel is co-mingled with School District, business travel employees are required to separate business expenses from personal expenses when submitting their Travel Reimbursement expense form.

Please remember that employee travel is always subject to public disclosure and therefore additional accounting and scrutiny is required by the employee and the School District to separate School District business travel from any personal travel.

Quarterly Reports

The Superintendent shall provide a quarterly report to the Board of Education identifying the conferences, conventions, institutes, and workshops attended by School District employees during the previous three (3) months, and the conferences, conventions, institutes, and workshops School District employees plan to attend, to the extent known, the following quarter.

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