

Administrative Regulation

Conference Attendance: Application for/Reimbursement of Expenses

The applicant must submit a Request for Authorization of Conference Attendance (Form 9702.16), filled out and signed, to the immediate supervisor for approval; and then to the administrator in charge, who will forward the request to the Office of Personnel Services (i.e. teacher to principal to the district-level administrator to Personnel). The Office of Personnel Services will submit the request to the Board for approval at a regularly scheduled meeting. Items for the Board Agenda must be received in Personnel at least 10 working days prior to the Board meeting where the expected action is to take place.

Travel by air or private auto may be authorized. If private auto is used, the reimbursement for mileage cannot exceed the cost of the current plane or train fare to and from the destination. When public transportation is used, the reservations should be made by the principal/department head's secretary through the purchasing section of the Office of Business Services. Purchase requests are to be submitted well in advance of the departure date. All necessary information should be furnished, i.e., type of transportation desired, destination, date and time of departure and return, and estimated costs, and date of Board approval.

Advances to cover expenses may be made in emergencies or in the event of significant need.

After approval, if it is necessary to request an advance for anticipated expenses in connection with the trip, the Request for Expense Advance (Form 9702.11) may be submitted to the Office of Business Services (with approval signatures). Requests should not exceed 75% of the anticipated expenses and the minimum request should not be less than \$50.00. The Request for Expense Advance should be in the Office of Business Services at least two (2) weeks prior to the date the funds are needed in order to allow time to process the check.

A request for reimbursement (Reimbursement Form 9702.12) must be filed with the Office of Business Services within five (5) working days after the completion of the trip. Requests must be filed whether expenses are more than, less than, or exactly equal to the advance. If the amount of advance exceeds the amount of the authorized expenses, the difference must be refunded to the Office of Business Services within five (5) working days after the completion of the trip. The Reimbursement Form (9702.12) must also have the signatures of approval of the administrator(s) in charge.

Ref: EC Sections 35020, 35161, 35172

Approved: March 31, 1970

Revised: August 27, 1979

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