



BALDWIN-WHITEHALL SCHOOL DISTRICT
Conference Expense Reimbursement Form

Complete and return to the Superintendent's Office within one week upon return from your conference along with all receipts and a Conference Evaluation. Expenses will not be reimbursed without detailed, original receipts. Please see the attached Procedures for the Reimbursement of Travel.

Name _____ Bldg./Dept. _____

Conference _____ Budget Acct. _____

Location (City and State) _____

Date(s) of Conference _____

EXPENSES (ATTACH ALL DETAILED RECEIPTS)

1. Transportation: (The most economical means will be utilized)

Airfare _____

Train Fare _____

Bus Fare _____

Auto Mileage ** miles @ \$0.56 _____

Turnpike Fees _____

Cab Fares _____

Parking Fees Other _____

Transportation _____

2. Meals (subject to BWSD meal limits/attach detailed receipts) _____

3. Registration Fees (attach detailed receipts) _____

4. Hotel (attach detailed receipt) _____

5. Other Expenses (please list below and attach detailed receipts) _____

** If more than two people are attending the same conference, they are expected to share the expense of one car.

TOTAL REIMBURSEMENT DUE EMPLOYEE _____

I certify that I have only included expenses made on behalf of Baldwin-Whitehall School District.

Signature _____ Date _____

Business Manager _____ Date _____

Superintendent _____ Date _____

BALDWIN-WHITEHALL SCHOOL DISTRICT

Reimbursement of Travel Expenses

Employees who are required to travel for School District business must follow the procedures below to be reimbursed for their travel expenses.

Travel Within the School District

Employees will be paid the current IRS rate per mile for use of their personal vehicle for approved travel between buildings or to local destinations. Mileage should be reported on the Mileage Expense Account form and must be submitted monthly for reimbursement. Requests for reimbursement that are older than three (3) months will be denied.

Travel for Conferences and Workshops

The Superintendent or Designee will be responsible for approving requests to attend professional conferences, conventions, seminars, or similar professional meetings by employees. The Conference Request Form must be completed with a summary of all costs related to the trip. This form should be submitted to your immediate supervisor for approval, who will then forward to the Assistant Superintendent and ultimately the Superintendent for final approval.

After the conclusion of the trip, a Conference Expense Account form must be submitted within one (1) week of the conference date along with all receipts supporting expenses incurred on the trip. These receipts must be detailed receipts for all of the expenses except mileage. Mileage expenses will be calculated at the IRS rate in effect at the time of the trip. The School District will not reimburse any employee for alcoholic beverages.

For travel other than automobile, the District will arrange advance purchase of transportation tickets. Travel will be the most direct and economical route. All employees are expected to be fiscally responsible when selecting hotels and restaurants that are moderately priced for the location. All travel that will be out of the state of Pennsylvania must be approved by the School Board of Directors prior to the travel dates.

Reimbursement for meals when travelling may not exceed the following limits:

| | |
|---------------|----------------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | <u>\$25.00</u> |
| Per Day Total | \$50.00 |

Gratuities are included in the per diem amounts above. Gratuities should not exceed 15%.

Other

Employees must submit a written evaluation of the conference to the Superintendent which will include ideas from the conference that can be implemented at the Baldwin-Whitehall School District. This report is due within one (1) week upon return from the conference.

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