

Fairfax Town School District

Bellows Free Academy Fairfax

Travel and Conference Expense Reimbursement Policy

Warned: August 3, 2007

Adopted: August 13, 2007

It is the policy of Fairfax Town School District to encourage appropriate personnel to attend educational conferences, seminars and workshops which are directly related to the responsibilities of such personnel in their work in the Fairfax School District. Such experiences tend to enhance, broaden and extend the professional contacts which are required to maintain an excellent school system.

All employee and support staff conference, workshop, clinic and convention requests must be approved in advance by the supervising principal. All administrative staff and principals must have such requests approved by the Superintendent. Requests are submitted through an employee's supervisor, and must outline the purpose of the meeting, and an estimate of costs. Meal and incidental expenses will be reimbursed or advanced at the per diem rates set by the Superintendent (partial days will be pro-rated) and subsequently approved by the supervising principal or, if applicable, the Superintendent. Lodging and travel expenses (including parking and ground transportation) will be reimbursed or advanced upon submission of a properly completed voucher form and supporting receipts as required by the Business Office. Any travel and conference expenses incurred by the Superintendent above the budgeted amount will be approved by the Chair of the School Board.

District personnel, including member districts Board members, who incur approved expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out voucher and such supporting receipts as required by the Business Office. Such expenses will be incurred in line with budgetary allocations.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the currently approved rate published in IRS publication #1542. For employees covered by a flat allowance per month, the mileage rate applies when the employee uses his/her automobile on authorized school business outside a seventy-five mile radius or out of state.

The Superintendent will be responsible for enforcement of this policy and will establish whatever regulations and guidelines are required.