

Hamtramck Public Schools Administrative Guidelines

3243 - ATTENDANCE AT EDUCATIONAL MEETINGS

Attendance at educational meetings shall be controlled by the Superintendent in accordance with Board of Education Policy and/or terms of negotiated, collectively-bargained agreement.

Educational meetings are intended to include professional conventions, conferences, workshops, drive-ins, etc., which are conducted for the purpose of disseminating information, making inquiries into the nature of an educational problem, etc.

- A. Staff members should request leave to attend educational meetings at least two (2) weeks in advance of the meeting to allow for proper approval. (See Form 3243 F1)
- B. Attendance shall be limited to those staff members who have responsibilities directly related to the topics dealt with at a meeting.
- C. Other staff members requesting attendance whose responsibilities are not directly related must show cause why attendance is necessary and what benefit the District may receive from their attendance.
- D. Staff members attending a meeting will make a summary report to the Superintendent and indicate the ways in which what was learned will be applied within the District.
- E. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, on the basis of itemized expense accounts and submitted on Form 3243 F2:
 1. Registration fees exclusive of personal dues shall be reimbursed.
 2. A per diem amount for meals may not exceed the approved District rate.
 3. A mileage allowance or cost of round trip ticket by public carrier will be reimbursed. (If staff members attend meetings as a group, the allowance will be made accordingly.)
 4. No reimbursement will be given to staff members attending required professional meetings conducted in or by the District.

Hamtramck Public Schools Administrative Guidelines

3440A - JOB-RELATED EXPENSES

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

Travel within or outside the District is to be authorized by the Assistant Superintendent or Superintendent. All such requests must be received in the Central Office at least two (2) weeks prior to the date a decision is needed. Forms are available in each school office.

Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms (see Form 3242 F1).
- B. Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate.
- C.

Lodging and meals will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.

- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.**
- E. Registration fees are reimbursable.**
- F. Sales tax on hotel bills is reimbursable.**
- G. Alcoholic beverage expenses are not reimbursed.**

Hamtramck Public Schools Administrative Guidelines

4440A - JOB-RELATED EXPENSES

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel within or outside the District is to be authorized by the Assistant Superintendent or Superintendent. All such requests must be received in the Central Office at least two (2) weeks prior to the date a decision is needed. Forms are available in each school office.

Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
- B. Under normal conditions, officers and support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 4243 F2 provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate.

- C. Lodging will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.**
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.**
- E. Registration fees are reimbursable.**
- F. Sales tax on hotel bills is reimbursable.**
- G. Expenses for alcoholic beverages are not reimbursed.**

Hamtramck Public Schools Administrative Guidelines

4440B - USE OF PRIVATE CAR FOR SCHOOL BUSINESS

The District has established the following means for providing reimbursement for the use of privately-owned vehicles used in the performance of assigned duties.

- A. All support staff will be assigned to a school or office which becomes the home station. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her assigned station and to any other assigned spot to attend meetings for administrative or training purposes.**
- B. When an individual's duties require his/her presence at other stations or places within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the Superintendent.**
- C. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special support staff members are required to go from school to school on a regular schedule.**
- D. Sporadic or emergency travel will be authorized when made in connection with an assignment.**
- E. All personnel who are assigned duties at more than one (1) school will be listed by their immediate supervisor. This will not include the drivers to whom school vehicles are assigned. A requisition to cover their estimated travel will be submitted by supervisor.**
- F. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.**

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6550 - TRAVEL PAYMENT AND REIMBURSEMENT

Reimbursement for approved professional travel will be based on business-related expenses incurred solely by the employee upon submission of a properly completed and approved professional travel reimbursement form.

The Superintendent approves all professional travel reimbursement forms.

If approved in advance, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees

- B. transportation - plane, train or automobile, including buses, taxis and limousines

- C. mileage at the Board approved rate

- D. toll charges and parking

- E. lodging (In most instances reimbursement will be limited to the Conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)

- F. meals
 - 1. The maximum per-day/per-meal allowance/stipend (includes up to a twenty percent (20%) gratuity) for all travel (except for travel to the major cities listed below) is:

Brunch/Breakfast	\$12
Lunch	\$16
Dinner	\$25

The maximum per-day/per-meal allowance/stipend for travel to Atlanta, Boston, Chicago, Los Angeles, Miami, New Orleans, New York, Orlando, Philadelphia, San Diego, or San Francisco (includes up to a twenty percent (20%) gratuity) is:

Brunch/Breakfast	\$20
Lunch	\$30
Dinner	\$40

2. Official Conference banquets will be reimbursed at actual cost.

G. phone calls for District business and limited calls home

Emergency and/or unanticipated trips involving Board expense(s) may be approved by the Superintendent and/or the Treasurer.

The Board will not pay personal expenses beyond the cost of the convention.

The expenses will be reimbursed within the budgetary appropriation.

Advance payment may be paid only for the following: conference registration fees, plane and train fares; car rental; meal stipend (receipts not required); and lodging. Cancellation fees will be covered if beyond the employee's control. When advance payments are made, the employee must adequately account for (i.e., substantiate) his/her actual expenses within a reasonable period (i.e., within fifteen (15) days) of the expenses being paid or incurred. If the advance payments exceed the employee's actual expenses, s/he must return the excess payment within a reasonable period (i.e., within ninety (90) days) after the expenses are paid or incurred. Failure to return any excess payment within a reasonable period may result in disciplinary action, and the excess amount shall be reflected as compensation to the employee on his/her annual W-2 form.

In order to substantiate an expense, the employee must provide the Superintendent with a completed professional travel reimbursement form in which s/he describes each expense at or near the time s/he had it, along with documentary evidence (such as receipts, cancelled checks, and/or bills) of the employee's travel or other business-related expense. Documentary evidence must show the amount, date, place, and essential character of the expense. For example, a hotel receipt must contain the following information: name and location of the hotel; dates the employee stayed there; and separate amounts for charges such as lodging, meals, and telephone calls. Similarly, a restaurant receipt must contain: name and location of the restaurant; number of people served; and date and amount of the expense. If an employee has any questions concerning what constitutes appropriate documentary evidence, s/he should ask the Superintendent.

Actual expenses are approved by the Superintendent for professional and classified staff. The Board President approves expenses incurred by the Superintendent.

Business related mileage for the District is reimbursable under the following conditions:

- A. Requests for reimbursement are to be submitted on the Monthly Mileage Report. The report must be approved by the Department Head or Principal. Parking receipts are required for reimbursement. Incomplete reports will be returned.
- B. Mileage will be reimbursed at the Board approved rate.
- C. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Business Office within sixty (60) days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
- D. Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.

Approved 6/12/13

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