

# Non Public School Conference Attendance Process

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**Congratulations on being approved to attend an out of district conference. Here are the steps necessary for completing the payment and reimbursement of expenses for the conference.**

- Please note that in providing this professional learning opportunity, the district must be fiscally responsible with federal funds. Therefore, the district has specific guidelines about paying for actual and necessary expenses incurred by the employee while on official district business. There are specific guidelines outlined in this document should an employee choose to take family member(s).
- Plan at least 6 weeks in advance to ensure all travel arrangements, accommodations, and payments are completed successfully.
- Please avoid using expedia or booking.com or other discount websites for securing hotels or flights due to their cancellation policies. Nonpublic staff members who choose to use these discount websites assume responsibility for any issues that may arise due to cancellations issues.
- Conference travel in June or July needs to be pre-approved by the DPS Grants Administrator to ensure reimbursements can be made in the correct fiscal year.

## Conference registration expenses

- Complete the conference registration form and give it to the nonpublic building administrator. The building administrator will submit it to DPS to receive payment. Payment will be sent directly to the company organizing the conference.
- If an online registration is the only option, the nonpublic teacher will have to pay for it on their own and submit the receipt for reimbursement. Give the receipt to your building administrator who will submit it to DPS for reimbursement.

## Securing and paying for hotel accommodations

- If an overnight stay is required, the employee will need to book a hotel. Overnight stays are allowable when the event is over 75 miles from the district.
- It is the expectation that nonpublic staff members raveling together will share hotel rooms with sensitivity being given to gender identities. The need for a separate hotel room due to medical issues or personal issues should be discussed and approved with the nonpublic building administrator and the DPS Grants Administrator in advance.
- There are two ways to secure and pay for a hotel.
  - The first option is the district can prepay for a hotel. However, the nonpublic staff member will need to book the hotel, which consists of reserving the room with a credit card. For most hotels, the credit card is NOT charged anything; it is just used to hold the reservation. Please read through all documentation about payment as some hotels will not accept payment via district check.
    - Once the room is booked, the hotel will send an email confirmation. Give the email confirmation to the nonpublic building administrator who will submit it to DPS and a check will be mailed directly to the hotel to cover the expenses of the hotel. Be sure the confirmation indicates all costs including taxes.
    - If the hotel requires a one-night deposit or requires payment in full upon booking the room, the employee will need to pay for it using a personal credit card and then

submit receipts to the nonpublic building administrator who will submit it to DPS for a reimbursement directly to the nonpublic teacher.

- The second option is to book the hotel, pay for it with a personal credit card and upon return from the trip, submit the documentation for reimbursement.

### Mileage reimbursement

- Nonpublic teachers traveling by car are expected to carpool. The driver will be able to claim mileage to and from the conference. The mileage is reimbursed at the current federal IRS rate.
- Mileage is calculated from the school building (not the home address) to the conference.
- Please note per DPS Administrative Procedure 5.60-AP the least expensive mode of transportation shall be used (airfare vs. car). If you have questions about this, please contact the Business Office.

### Meal reimbursement

- Full day travel will be paid at a daily per diem rate of \$60.00. Meal receipts are not required.
- Partial days will be reimbursed at the per meal rate listed below.
- *Per IRS guidelines, meals will be reimbursed for trips requiring overnight stay. Day trips will not be reimbursed for meals.*

<u>Meals</u>	<u>Depart Before</u>	<u>Return After</u>	<u>Amount</u>
<b>Breakfast</b>	<b>6:00 AM</b>	<b>11:00 AM</b>	<b>\$10.00</b>
<b>Lunch</b>	<b>11:00 AM</b>	<b>2:00 PM</b>	<b>\$15.00</b>
<b>Dinner</b>	<b>5:00 PM</b>	<b>8:00 PM</b>	<b>\$35.00</b>

### Airfare expenses

- If airfare is necessary for the conference, the nonpublic staff member will need to book flights.
- Nonpublic staff will need to book their own flight using a personal credit card and submit their receipts for reimbursement after the conference.
  - *In the event the nonpublic staff member is unable to attend the conference, the district will not reimburse for the flight.*
  - *In the event the nonpublic staff member changes the flight departure or arrival time thus resulting in additional costs or fees, the nonpublic staff member may be responsible for those expenses.*
- Please note per DPS Administrative Procedure 5.60-AP the least expensive mode of transportation (airfare vs. car) shall be used. If you have questions about this, please contact the Grants Administrator.

### Miscellaneous expenses

- If there are miscellaneous expenses such as tolls, taxi/shuttle from airport to hotel and back, baggage fees, etc., the nonpublic staff member must obtain a receipt and submit it as documentation to be reimbursed.
- See the conference expense reimbursement form for a full list of allowable and non-allowable miscellaneous expenses.

### Reimbursement process

- Within 10 days of returning from the conference, the nonpublic staff member must fill out a conference expense reimbursement form. Failure to submit the reimbursement request in a timely manner may result in a delayed or loss of reimbursement.
- It is the intention that nonpublic staff fill out the form electronically as the spreadsheet contains formulas to auto-calculate all expenses. Upon completion, the nonpublic staff member should save the form to their desktop and email it directly to their building administrator and the DPS Grants Administrator.
- Completed conference reimbursements that are submitted and receive final approval by the 20<sup>th</sup> of the month will be processed for payment that month and a check will be released after the first Board of Education meeting the following month. Conference reimbursements received after the 20<sup>th</sup> of the month become a monthly bill payable typically in 6-8 weeks.

### Traveling with family members

Please remember this is a professional learning opportunity being supported by federal funds. It is not a vacation and as such, the District cannot cover excess or luxury expenses.

- Reimbursed items should represent actual and necessary monies expended and incurred by the *nonpublic staff member* while in the capacity of the professional development event.
- When accompanied by a spouse, significant other, or family members, *absolutely no expenses incurred by the family members are reimbursable.*
- It is the expectation that nonpublic staff members traveling together share hotel rooms. In the event that a nonpublic staff member chooses to take their family and does not share a hotel room with their fellow colleague, the hotel room will not be pre-paid or reimbursed for the nonpublic staff member who is traveling with family.