

*Existing bylaw, number 9240 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Professional Development/In-Service**

#### **School Board Conferences, Conventions, and Workshops**

Attendance at meetings, such as conferences and conventions, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and the professional growth of Board members. The Board Chairperson and the Superintendent will notify Board members of all such scheduled meetings.

Board members will be reimbursed for normal and reasonable business expenses incurred for out- of-district travel, lodging, meals, and related expenses. Each person is expected to account for all expenditures and to attach expense receipts to reimbursement applications.

Board members will report to the Board as a whole within a reasonable period of time following their return to the district.

#### **Prior Travel Notification**

For major conferences (two days or longer), Board members will notify the Board Chairperson and the Superintendent of their intention to travel at school system expense. Unless indicated otherwise, such notification will constitute travel approval. Consideration needs to be given to advanced registration discounts.

#### **Expense Reports**

Completed expense reports should be submitted for approval to the Board Chairperson. Upon approval, the expense report form will be forwarded to the business office where the report will be reviewed again for accuracy. Should the business office have reason to question an expense, the question should be directed to the Superintendent who will confer with the Board Chairperson. The Board Chairperson's decision will be final and the bill will be scheduled for payment. Approved expense reports are not returned to the person submitting the report. If an "Advance Request" was approved by the Board Chairperson, any portion of the advance in excess of claimed expenses must be returned as soon as possible by check, payable to the school district or to the business office.

#### **Required Receipts**

Must be attached to the expense report and, in general, are required as follows:

#### **Required Receipts**

1. **Lodging-Lodging** accommodations should provide normal comforts and services well located in relation to the area in which business is to be conducted.

## Bylaws of the Board

### Professional Development/In-Service

### School Board Conferences, Conventions, and Workshops Required

#### Receipts (continued)

2. Meals-Reasonable expenditures are allowed for meals. Expenses that are lavish or extravagant must not be incurred. Any expenses that might seem unreasonable should be carefully documented and explained. Receipts are required for individual meals ~~costing \$10.00 or more.~~
3. ~~Taxi or bus fare-Receipts~~, when attainable, are required for bus/limousine fares and taxi fares ~~of \$10.00 or more.~~
4. ~~Parking fees or toll charges-Receipts~~ are required for parking fees or tolls ~~of \$2.00 or more.~~

#### ~~Personal Cars~~

~~In ordinary circumstances, the use of personal cars for travel on out-of-district school system business is not encouraged. If a personal car is used, the travel expense approved will be no greater than the expense that would have been incurred if it had been by airplane. When private car is used, the mileage must be listed in the expense report.~~

#### ~~Inter-City Transportation~~

The most economical type of transportation should be selected. The standard airline accommodation is coach class and reservations should be made well in advance to take advantage of discount rates. When coach accommodations are not available, the next higher price available accommodations may be used in emergency situations if the airline ticket reflects that coach class was not available. ~~When private car is used, the mileage must be listed in the expense report.~~

#### ~~Personal Telephone Calls~~

~~Personal telephone calls to the home should be kept to a minimum and be of reasonable duration. Unusually lengthy or frequent calls must be explained on the travel and conference report.~~

#### Other Expenses

Expenses for baggage handling and telephone are reimbursable. Non-reimbursable items include: travel insurance; child care fees; personal items such as clothing, toiletries, barber, etc.; liquor and tobacco; personal side trips; luggage; cost of personal credit cards; gifts. ~~Travel expenses for a spouse are not reimbursable.~~

#### ~~Travel Expense for Spouse~~

## Bylaws of the Board

### Professional Development/In-Service

#### School Board Conferences, Conventions, and Workshops (continued)

#### Gratuities

Other than for normal tips for taxis, ~~bellboys, maids (for extended stays)~~, baggage handling, and meals, gratuities are not authorized. If gratuities of an unusual amount or nature are required for a major meeting, convention, etc., they must be approved in advance and detailed on the individual travel expense report.

#### Charge Accounts

The establishment and/or use of charge accounts in the name of the school system is prohibited as is the establishment and/or use of personal charge accounts with a school system address. Payment of expenses charged on personal charge accounts is permitted but does not eliminate the need for documentation required herein.

#### ~~Guidelines for Board Members Eligible for Travel and Conference Reimbursement~~

<del>Position</del>	<del>Geographic Limitations</del>	<del>Air Travel</del>	<del>Lodging*</del>	<del>Meals*</del>	<del>Cash Advance</del>
<del>Board Members</del>	<del>Unlimited</del>	<del>Coach</del>	<del>\$180.00 a night</del>	<del>\$38.00 a day</del>	<del>50% of estimated cost of prepayment</del>
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~~\*The prices of lodging and meals may vary according to the location of the conference or convention. Board members should strive for lower prices whenever possible. A request for waiver of the lodging guideline should be submitted to the Chairperson prior to conference/convention attendance.~~

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**(Attach All Bills and Receipts to this Report)**

Date of Report \_\_\_\_\_

Name of Board Member \_\_\_\_\_

For Attendance At \_\_\_\_\_

Sponsored By \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

**I. ~~Travel Expenses~~ (Expenses other than privately owned automobile expenses over \$10.00 must be accompanied by receipt)**

Items	Sun.	Mon.	Tuesday	Wed.	Thurs.	Fri.	Sat.	Amount
Transportation Air, Rail, Bus								\$
Local Transportation Taxi, etc.								\$
Hotel								\$
Breakfast								\$
Lunch								\$
Dinner								\$
Telephone/ Telegraph								\$
Tolls								\$
Parking								\$
Registration Fee								\$
Other								\$
							Sub Total \$	_____

~~II. Mileage Allowance (for the use of privately owned auto on trip)~~

<del>Date</del>	<del>Odometer</del>		<del>Miles</del>	<del>Amount</del>
	<del>Start</del>	<del>Finish</del>		
<del>Sub Total</del>	\$			
<del>Total Travel Expense I &amp; II</del>				
<del>Cash Advanced</del> <del>(Check# _____)</del>				
<del>Balance Due Employee</del>	(-)			