

# HORTONVILLE AREA SCHOOL DISTRICT

## GUIDELINES FOR ATTENDANCE AT CONFERENCES, MEETINGS AND SEMINARS

Since conferences, meetings and seminars are designed in part to benefit the entire school system or a major part thereof, one factor to be weighed in considering requests will be the extent to which the “role of the person” enables him/her to have routine communications and contact with others on the faculty and staff.

The considerations for approval may include but are not limited to the following:

- Need and value of the conference, meeting or seminar to staff position and/or district
- Demonstrated interest
- Current assignment
- Availability of adequate substitute(s)
- Location of the meeting
- Budget limitations

**Pre-Approval Request** – Pre-Approval request form for conferences, meetings and seminars will need to be completed and sent to approving Administrator within thirty (30) days of attendance. The form will be retained in the approving Administrator’s office.

**Credit Reimbursement** - Please refer to HASD Teacher Handbook – Reimbursement of College Credits.

**Reimbursement Form** – The District Reimbursement Form needs to be completed and sent to approving Administrator within five (5) days after attendance. Receipts must be attached. Pre-Approval request form may be attached to staff member’s copy of Reimbursement form.

**Lodging**—Funding for lodging is allowed for a one-day activity only when the activity is an extreme distance from school. Madison and Milwaukee are not considered extreme distances. **Room sharing is expected** when two staff members of the same gender attend an activity. There is a ceiling of \$150.00 per day—again keep receipts. If more than one staff member is attending a conference, meeting or seminar and one staff member wants their own separate room, he/she will have to pay for his/her own room. Please keep in mind that the district will only pay reasonable and customary lodging expenses. If lodging expenses exceed maximum guidelines, the funding administrator has the authority to approve those expenses within reason. If only one staff member is attending a conference, meeting, or seminar and would like to take a family member or members along, only ½ of the lodging cost per day will be paid by the District. Remember to use the tax exempt form when booking hotel rooms. The District will not reimburse tax on lodging.

**Meals, Including Tips**—The ceiling for meal expenses, **including tips**, for a one-day activity is \$22.50, only if meals are not included with the conference. If the activity is longer than one day, there is a \$45 per day ceiling. This is intended to include three (3) meals. (\$10.00 Breakfast, \$12.00 Lunch, and \$23.00 Dinner – only if NO meals are included with conference.) Please keep all **itemized receipts**. Dinner charges are not to be turned in unless the workshop/conference activities extend beyond the dinner hour. **The district will not pay for alcoholic beverages**. Receipts will be reviewed. If meal expenses exceed maximum guidelines, the funding administrator has the authority to approve those expenses **within reason**. Tips should be no more than 15% of the entire bill. Reminder – each employee needs to submit individual reimbursement requests with itemized receipts.

**Mileage**—Mileage is reimbursed from home or school depending upon which one is closer to the activity. Carpooling is expected when two or more are attending the same activity. Please include any parking expenses (keep receipts for reimbursement for parking). District vehicles available for staff use may also be utilized. Airfare – In the event that airfare is needed to and from a conference, the Employee will make the arrangements and the District will cross-reference the dates of the conference to the dates of the flights. If a family member or members will be traveling along, the District will only pay for airfare to and from the conference for the employee and only for the length of time of the conference. Within 3 (three) to 4 (four) months prior to a conference, airfare should be booked. Any additional expense for a late booking or a longer stay after the conference, will need to be paid in full by the employee. Employee should notify the Administrator if a family member(s) will be traveling along prior to arrangements being made. (Please refer to Lodging also for cost.)

**Participation** – Attendance is required for the full length of the conference—NO EXCEPTIONS. The recommended guideline for participation is no more than ten (10) staff members from the district or four (4) per building per day per conference. If more district staff members are requesting to attend the same conference, determination will be handled on a first come basis by the building administrator with prior permission from the District Administrator.

**Registration and Payment** – Pre-approval for all registration fees for the conference, meeting or seminars is required prior to payment provided by the District. A staff member must have pre-approval from their administrator prior to making a registration payment. A copy of the pre-approval and receipt for registration fees must be submitted with the reimbursement form.

**Stipends**—The District does not pay stipends for attendance at workshops/conferences.

**Subs** – Conference participants are required to make sub arrangements with the sub scheduler for the District after approval is received. Shared staff members should make building principals of each school aware of absence for conferences, meetings or seminars.

# CONFERENCE/MEETING/SEMINAR REQUEST FORM

(Return this completed form to approving Administrator's Office)

## GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Grade/Dept/Position \_\_\_\_\_

Conference/Workshop Attending \_\_\_\_\_

Location of Conference/Workshop \_\_\_\_\_

Date(s) of Conference/Workshop \_\_\_\_\_

**Describe your plan for sharing the professional knowledge you have gained as a resource of attending this conference/workshop to other professionals in the school district:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COST ANALYSIS

Conference/Workshop Registration: Cost of Conference \$ \_\_\_\_\_

(Check One) \_\_\_\_\_ Send in the attached Registration Form & payment required \$ \_\_\_\_\_

\_\_\_\_\_ Upon approval, I will send in the Registration Form

Driving mileage \_\_\_\_\_ (current IRS mileage rate will be used)..... \_\_\_\_\_

Transportation via other means (identify)..... \_\_\_\_\_

Lodging..... \_\_\_\_\_

Meals (Maximum allowance: One-Day \$22.50, longer than one-day \$45 per day and **no alcohol**) ..... \_\_\_\_\_

(\$10.00 Breakfast, \$12.00 Lunch, and \$23.00 Dinner – only if NO meals are included with conference.)

Miscellaneous, explain (supplies must be pre-approved) ..... \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Sub Cost (\$100/day-\$50-1/2 day) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## ~TO BE FILLED OUT BY PRINCIPAL/DIRECTOR~

### BUILDING REVIEW PROCESS

If funding is from building level, obtain Administrators approval and indicate funding source. **Note:** Staff who work at multiple buildings need to have each building principal sign this form to indicate approval.

Funding Source \_\_\_\_\_

Funding Code

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

### ANOTHER SOURCE PROCESS:

If funding is from another source, forward a copy of this form to the appropriate Director for approval and funding source. ~ **Principal's signature is still needed to approve absence from building.**

Funding Source \_\_\_\_\_

Funding Code

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Sent To \_\_\_\_\_ Payment made for Registration on \_\_\_\_\_

(Form may be attached to staff member's Reimbursement Request copy when complete.)

Board Approved 4/14/14, 2/9/15; 7/16/18; 6/22/20

Adoption Resolution 10/13/14