

POLICY RELATING TO SCHOOL COMMITTEE OPERATION**ATTENDANCE AT CONFERENCES BY SCHOOL COMMITTEE MEMBERS**

Members of the Wachusett District School Committee may be reimbursed for expenses relating to their attendance at educational conferences that clearly contribute to their understanding of, and functioning in, their membership role.

All requests for such reimbursements must be approved by the Wachusett District School Committee at least six weeks prior to the scheduled date of the conference. Such decision shall be made by majority vote of those in attendance. Expenses requested for reimbursement may include the conference fee, and meals, travel, and lodging expenses.

Upon completion of the pre-approved travel, the School Committee Member shall file a reimbursement form along with receipts for all expenses. Reimbursement for air travel shall be limited to coach fares on commercial airlines. Reimbursement for travel by Amtrak or other commercial rail shall be limited to coach fares. Reimbursement for automobile travel shall be reimbursed at rates established by the United States Internal Revenue Service for standard business expenses. Reimbursements for lodging may be requested if the conference requires attendance for multiple days, and the destination is more than 35 miles from the member's residence or the District's Central Office, whichever is closer. The School Committee Member may incur food and non-alcoholic beverage expenses for those meals relating to the conference attendance. Reimbursement shall be based upon rates established by the U.S. General Services Administration for the relevant meal and location.

No expenditures, except automobile mileage, shall be reimbursed unless documented by a receipt. Requests for reimbursement must be submitted within 30 days following the attendance at the conference. In no case will reimbursements be granted for entertainment expenses or travel, lodging, meals, or other costs for family members or others accompanying the School Committee Member.

Final approval for reimbursement shall be granted by the Chair of the Wachusett District School Committee and three members of the Business and Finance Subcommittee.

Following attendance at the conference, the School Committee Member shall provide the Wachusett District School Committee with a brief written report covering the salient points of the conference. The report shall be given orally at a regular meeting of the WRSC. The formal written report shall be kept on file.

First Reading: 09/11/06
Secon Reading: 10/10/06