

POLICY RELATING TO PERSONNEL MANAGEMENT

EMPLOYEE TRAVEL FOR WORKSHOPS, CONFERENCES, VISITATIONS

A. Budget

The Wachusett Regional School District shall develop a staff travel budget for each cost center that will provide for the reimbursement of travel expenses for workshops, conferences, and visitations for its employees.

B. Approval

An employee seeking reimbursement for travel expenses, except for mileage, parking, and tolls, which are covered by Policy 5273.2, shall request prior approval for such travel using the requisite District form. The form shall include the cost and purpose of the travel and the date(s). Prior to incurring any expenses:

- all school-based employees must obtain prior written approval for the travel from the building principal and the Superintendent;
- all Central Office employees, must obtain prior written approval for the travel from the Superintendent;
- the Superintendent must obtain prior written approval from the Business/Finance Subcommittee.

The approved cost of travel and related expenses will be encumbered against the relevant account.

C. Reimbursement

Upon completion of the pre-approved travel, the employee shall file a reimbursement form(s) that will detail all expenses incurred, along with receipts for all expenses. The employee must attach a copy of the written approval authorizing the travel to his/her reimbursement form(s). Reimbursement for air travel shall be limited to coach fares on commercial airlines. Employees are required to use the airline, which provides the lowest fare to the destination for the authorized travel dates. Reimbursement for travel by Amtrak or other commercial rail shall be limited to coach fares. Employees shall not be reimbursed for lodging unless the purpose of the trip requires multiple days and the destination is more than 35 miles from their residence or the District's Central Office, whichever is closer. The employee may incur food and non-alcoholic beverage expenses for meals incurred in connection with conducting District business, subject to the approval by the Superintendent. Reimbursement shall be based upon rates established by the U. S. General Services Administration for the relevant meal and location.

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(continued)***

No expenditures will be reimbursed unless documented by a receipt. Requests for reimbursement must be submitted within 30 days of the completion of the travel. The Wachusett Regional School District shall reimburse the employee for all reasonable expenses associated with travel that have been pre-approved. In no case will such expenses include alcohol, entertainment expenditures, and travel lodging, meals, or other costs for associates, family members, or others accompanying a traveling employee.

Requests for reimbursement shall be reviewed for completeness by the Business Manager prior to submission:

- to the Superintendent for final approval in the case of requests for reimbursement from Central Office employees and all other District employees;
- to the Business/Finance Subcommittee for final approval in the case of the Superintendent's requests for reimbursement.

D. Quarterly Expense Report for Travel

The administration shall prepare a quarterly report for the School Committee listing travel expenses incurred under this policy, including: classification of employee, destination, dates and purpose of travel.

E. Employees Covered by Collective Bargaining Agreements

If there is a conflict between this policy and the terms of a collective bargaining agreement applicable to an employee seeking reimbursement, the terms of the applicable collective bargaining agreement shall prevail.

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Second Reading: 01/24/06

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