

## CONFERENCE/OVERNIGHT STAY EXPENSE REIMBURSEMENT

Given the additional reporting and scrutiny ISD's are subject to regarding conference expenses, WISD has developed a form to be used by all people when attending a conference/seminar/meeting/etc. which includes an overnight stay. The new Conference Attendance Request form has been printed on an envelope, which may be used to keep all receipts in one place. **Expenses of this nature must use the conference envelope; expenses of this type submitted on any other form will not be reimbursed.** Therefore, electronic versions of this form will not be available. Expenses submitted on a copy of the conference envelope will not be reimbursed. Lost envelopes will be dealt with on an individual basis.

**The front side of the envelope must be completed and signed by your supervisor before any costs are incurred for the conference travel, including purchase orders for registration, airfare, etc.** The back side of the envelope must be completed after the conference. As it states on the envelope, line-item expenses in excess of the estimated amounts will NOT be reimbursed. In other words, if your hotel bill is more than you estimated because you forgot to include the local tax, you will only be reimbursed up to the estimated amount. All changes to the pre-approval side of the envelope must be initialed and dated by the supervisor. The use of white-out is not acceptable anywhere on the envelope. WISD's expense guidelines regarding meal expense limitations, reimbursement approval time lines, etc. apply to these conference reimbursements.

Staff should continue to use the yellow mileage form for mileage driven as part of daily work, including travel outside the county not involving an overnight stay. Do not include conference mileage on both the yellow mileage form and the conference envelope.

Please use the following items to assist in preparation of the conference envelope.

1. Conference envelopes need to be filled out by all people who attend any type of conference or training that involves an overnight stay, even if you choose not to spend the night. You do not have to complete the form for one-day training sessions. The form must be filled out and approved PRIOR to your conference or training. Please avoid using acronyms. Spell things out such as organization names.
2. REMEMBER, you will be reimbursed for the approved estimates or the actual – whichever is lower. (For example, if you think you will be traveling 40 miles to and from your training, and it ends up being 60 miles – you will be paid for the 40 miles only.)
3. Hotels – You will need to provide a detailed bill from the hotel – a credit card receipt is not sufficient. You will need to include the hotel tax and any extra fees from the hotel on your estimate side of the envelope.

4. Air costs – You will need to provide proof of the cost of the tickets – the confirmation from the computer is not sufficient. Sometimes the boarding pass has the price listed on it also. You will need to provide proof that you actually got on that plane.
5. Meals – The daily allowance for meals is \$35.00. If your lunch is provided by the conference or training, then \$10.00 will be deducted from your daily allowance. A copy of the conference agenda needs to be provided with your conference envelope to the Business Office once you return (it should actually be there when you submitted the form to your supervisor for your approval to attend).
6. Meals – You must turn in a detailed receipt from the restaurant. Again, the credit card receipt is not sufficient. If you used room service, you will still need to provide detail as to what you received.
7. Parking – Keep your parking receipts. Ask for a receipt if the parking stub you were given doesn't have the cost included on it.
8. Purchase Orders – The purchase orders that cover the costs of your conference need to have listed on it: who will be attending, where it will be held, the dates of the conference and the name of the conference. Please include in the envelope a copy of all the purchase orders associated with the conference expenditures.

If you have any questions about how to complete the form, please contact the Business Office for additional guidance.