

Conference Travel and Reimbursement Guidelines

Reimbursement Guidelines adhere to Board Policy and Administrative Regulation 3350 for travel/conference expenses. Please keep in mind that district reimbursements come from public funds, and so *it is every employee's responsibility to keep costs reasonable.*

1. The district will reimburse travel costs to and from airports up to \$100.00 total per person, including departure and destination locations. These may include taxi or ride shares, shuttles, public transit, or mileage, bridge toll and parking fees. You should plan to use any included airport transportation, such as hotel shuttles. Please share transport with colleagues, and use less expensive options when possible.
2. During the conference, please make use of available conference shuttles to/from your hotel, if available, or walk. Only transportation between the hotel and the conference venue (two trips per day) will be reimbursed, based on distance, if no other transport is available. Transportation to restaurants or other non-conference events will not be reimbursed.
3. The district will book travel and lodging unless special exceptions have been arranged in advance. Mileage over 50 miles, including for local conferences, or alternate modes of transportation need to be approved in advance, and will be decided by the district based on cost efficiency.
4. In most cases the employee will be required to provide a personal credit card for incidentals in order to check in to the hotel. In general, only food (e.g. hotel restaurant) charged to a room will be reimbursed as an incidental.
5. Limit luggage to what can be carried on the plane. Staff members are responsible for fees for checked baggage. Exceptions may be made for trips of more than a few days or special circumstances, if approved in advance.
6. No seat selection or upgrade fees will be reimbursed unless there are exceptional circumstances approved in advance.
7. The district will reimburse meals up to \$51.00 a day. Suggested costs for each meal: breakfast \$11, lunch \$12, dinner \$23, incidentals \$5. Unused amounts from the limit for one day do not carry over to another day. An itemized receipt is required for reimbursement. In general, meals included as part of the conference will not be reimbursed. Please submit individual receipts for reimbursement, unless the restaurant is unable to accommodate separate checks.
8. Meal allowances will be pro-rated at the beginning or end of a conference if the staff member is not expected to be attending or traveling for the full day. In general, meals will not be reimbursed after arrival back in the Bay Area.
9. Gratuity/tips only up to 20% will be reimbursed.

10. All receipts must have a date and be itemized. For payments made by credit card, the receipt must show at least the last 4 digits of the card number. Note that for restaurants, the itemized receipt and credit card receipt are often separate, and both would need to be submitted. Alcoholic beverages will not be reimbursed by the district. Whenever possible, these should be paid for with a separate check and not included on any receipt you submit for reimbursement.
11. Original, itemized receipts for reimbursement need to be submitted with the "Request for Conference/Workshop Reimbursement" form within 10 days of the completion of the conference.
12. All out-of-state conference attendance for which reimbursement will be claimed must be approved in advance by the Board.
13. If district/school funds are used to pay for conference registration, fees or expenses, the hours/units/credits cannot be used for salary advancement.
14. Any expenses paid prior to the conference will be reimbursed after the conference is completed.
15. Non-conference expenses will not be reimbursed. Other conference-related costs may not be reimbursed if not previously approved.

Teacher Commitments

1. Teachers are expected to attend all sessions.
2. Teachers are encouraged to engage with other teachers/attendees, both from Mill Valley and other schools, to ask questions, share learning, and discuss implementation.
3. Teachers are encouraged to meet for at least one evening meal together to share learning and experiences from the conference.
4. Teachers are encouraged to share their learning with colleagues upon returning to school.
5. Teachers should arrange for substitutes as soon as conference registration is complete. The code used should be "Out of District Professional Development."