

Conference Expense Guidelines

Please complete the **Trip Authorization form** for approval to attend and have signed by your building Principal.

You will be responsible for expenses prior to attendance and will be reimbursed after your submission of your **Trip Expense form** with all detailed receipts attached.

Exception: The District will pre-pay conference fees, travel expenses and over-night accommodations, if you agree to reimburse the District in the event you do not attend the conference. Please complete the **Conference Waiver form**.

If your conference is within 2.5 hours, travel time, you will be expected to travel the day of the conference. During the times of inclement weather predictions creating longer drive times, then departure the night before will need to be approved by the Business Manager.

Registration: Registration expenses, approved by the Business Manager, will be reimbursed after all receipts have been attached to a completed **Travel Expense form**.

Meal Expenses: No meals are to be charged on the NBAS credit card. Receipts showing all items purchased need to be attached to the **Travel Expense form** for meal reimbursement. Tipping is limited to 15%. Maximum daily approved meal expenses are not to exceed \$50 (\$10 Breakfast, \$15 Lunch, \$25 Dinner). All meals provided by the conference will be deducted from the daily meal allowance. Alcoholic beverages are not to be included in meal expense.

Room Expenses: The district will pay the room rate based on Business Manager approval or reimburse you when proper receipts have been attached to a completed **Travel Expense form**.

Travel Expenses: You should request to use a school vehicle by completing and submitting the **Van Request form** to the Transportation Department. If a district vehicle is not available, you will be reimbursed for mileage based on the Google Map miles for a roundtrip drive. The rate of reimbursement is the IRS approved rate.

ALL FORMS IN BOLD CAN BE FOUND AT WWW.NBAS.ORG, STAFF, STAFF FORMS.