

Section 400 – Personnel
Employees and Internal Relations
Employee Travel Compensation

File: 402.08

Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Certified staff may attend educational conferences subject to the approval of the respective building principals and the superintendent. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Administrators may attend educational conferences subject to the approval of the superintendent. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Board of Education members may be reimbursed for all approved district-related personal expenditures. They may attend educational conferences subject to the consensus approval of the entire board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Guidelines for travel logistics and reimbursement:

1. All travel and attendance logistics will be coordinated through the office of the superintendent of schools.
2. For all reimbursed travel, an accounting of expenses will be submitted to the office of the superintendent of schools, including itemized receipts and vouchers, immediately upon return and placed on file for audit purposes.
3. When practical and available, school vehicles will be used for transportation.
4. When possible, registration and conference related expenses will be prepaid by district warrant. For those expenses that cannot be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses. Reimbursements will be made after the board meeting following submission of proper documentation.
5. If circumstances or distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate set forth by Nebraska Statute §81-1176. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for air fare.

Allowable travel expenses include:

1. Registration fees.
2. Necessary lodging. Lodging expenses must be approved in advance by the superintendent of schools or principal.

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3. Transportation to and from and at the conference. This includes pre-approved use of personal car, public transportation, rental car and/or cab fare.
4. Normal meal expenses when associated with overnight travel. Meal expenses will be reimbursed up to \$30.00/per day.
5. Ancillary costs to include luggage handling and business related telephone calls.

Expenses not allowed include:

1. Cost of spouse attendance.
2. Personal items.
3. Entertainment.

If a staff member wishes to attend a conference at his or her own expense, the superintendent of schools will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individual's absence from assigned task.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards
801.13 Use of Private Vehicles on School Business