

Beal City Public Schools

Conference Request Form

Applicant: _____ Date: _____

Conference Title: _____

Date(s) of Conference: _____

Location: _____

Expenses:

Registration Fee

Mileage

 Number of miles traveled _____

 Mileage Rate _____

 Total Mileage Cost

Food

Lodging

 Number of Nights _____

 Total cost of lodging

Other Costs (Describe)

Estimated Costs (For Approval Purposes)

Total Estimated Costs:

Registration to be completed by admin. Office ___ yes ___ no _____ Date Completed

Registration to be completed by applicant ___ yes ___ no _____ Date Completed

Will use school car if available ___ yes ___ no _____ Assigned

Approved?	<input type="checkbox"/>	Yes	Comments:
	<input type="checkbox"/>	No	_____
_____	_____		_____
Building Administrator/Director	Date		

Approved?	<input type="checkbox"/>	Yes	Comments:
	<input type="checkbox"/>	No	_____
_____	_____		_____
Superintendent	Date		

- Instructions:**
- Include completed registration form with application. If approved, the registration fee will be mailed with the registration form.
 - If approved, you will receive a copy of the original application. If you need to be reimbursed for expenses after the conference please complete a reimbursement request form. Attach receipt for each expense.
 - If denied, you will receive a copy of the original application stating the reason for the denial.

BEAL CITY PUBLIC SCHOOLS

Meal/Mileage Reimbursement Guidelines

When reimbursing employees for meals the following guidelines will apply:

Receipts from restaurants and hotels must include the details of the food items purchased and must be reasonable. If a meal is charged to a hotel room, a detailed receipt indicating what food items were ordered is required. A credit card receipt or restaurant check stub that indicates only the total amount paid will NOT be accepted as proof of payment. Employees may only turn in receipts for their own meals. The District will not reimburse for alcohol purchases. Reimbursement will be made only for meals not included with the conference registration. Only reasonable tips will be reimbursed not to exceed 15% of the food total. Reimbursements will be made at the following rates (maximum rates include tax and tips):

Breakfast **\$10.00 maximum** will be reimbursed for breakfast when the employee has attended an overnight conference/meeting.

Lunch **\$15.00 maximum** will be reimbursed for lunch when the employee is away from the school during lunch time.

Dinner **\$20.00 maximum** will be reimbursed for dinner when the employee is required to be away from home after 7:00 p.m.

Amounts submitted in excess of the above rates are the responsibility of the employee.

When reimbursing employees for mileage the following guidelines will apply:

Mileage will be reimbursed at the current IRS rate. Employee should submit a request for reimbursement form to their supervisor.

If the school car is available for use on the day the trip was taken, mileage for the use of personal vehicles will NOT be reimbursed. Please check for availability of the school car with the Superintendent's office.

Revised September 2011

Policy: meal reimbursement guidelines