

Business

Conference – Convention – Meeting Event Travel

The Business Office Chief Financial Officer or designee will be responsible for creating Travel policies and procedures, which will be posted on the Employee Portal.

1. Pre-travel arrangements
 - a. An employee desiring to attend off-site conferences/conventions/meetings events/seminars must receive prior approval from their immediate supervisor.
 - b. The Business Office Purchasing Department may make arrangements for transportation and make direct payment for tickets for groups of 10 or more. Groups of nine or less will be responsible for their own travel arrangements, although they may consult the Purchasing Department for travel advice.
2. Travel policy
 - a. The District will reimburse the employee for authorized travel expenses, meeting registration fees and meals; as outlined by the posted travel policies and procedures. Hotel accommodations are not reimbursable for a one-day meeting event if the meeting event site is less than 160 miles from the District unless authorized by the employee's immediate supervisor. Authorization for overnight stay for early meetings events will be subject to review per incident, unless unforeseen circumstances arise. If expenses are not authorized to be charged to a purchasing card, the employee will pay for all expenses while attending the meeting event but will seek reimbursement immediately upon his/her return from the convention meeting event.
 - b. The Purchasing Card holder will be responsible for assuring travel expenses charged to a purchasing card must meet District Policies and Procedures.
 - c. Reimbursement will be made upon completion and submission of the District's 'Request for Travel and Expense Reimbursement' form by the employee with all dated and itemized receipts attached, provided the reimbursements sought comply with applicable District policies and procedures.
 - d. The rates for meal reimbursements are calculated as follows:
 - i. Meal reimbursements for in-state travel will be set at 80% of the standard rate set by the Federal General Services Administration (GSA), rounded up to the nearest dollar.
 - ii. Meal reimbursement for out-of-state travel will be set at the standard rate set by the Federal GSA.

Rates will be posted annually by the Business Office. The Travel Policy and Procedure Guidelines can prescribe circumstances for adjusted meal reimbursement rates.
 - e. The District will only reimburse employees, other than the Superintendent of Schools and Cabinet-Senior Leadership, for attendance at an approved conference or convention held outside of the state of Wisconsin once during any budget year. The Superintendent of Schools or designee may authorize exceptions to this policy.

Legal Reference

Administrative Regulation adopted:	1968
Administrative Regulation revised:	July 1, 1974
Administrative Regulation revised:	October 29, 1979
Administrative Regulation revised:	November 16, 1987
Administrative Regulation revised:	February 6, 1989
Administrative Regulation revised:	June 4, 1990
Administrative Regulation reviewed:	January 22, 1996
Administrative Regulation edited:	April 7, 1996
Administrative Regulation reviewed:	March 16, 1998
Administrative Regulation modified:	November 5, 2010
Administrative Regulation modified:	May 20, 2013
Administrative Regulation modified:	April 27, 2015
Administrative Regulation modified:	