



Conference and Workshop Reimbursements

Below are a few guidelines to make note of when attending conferences and workshops that may be reimbursed by the district.

- A person on official school business will be expected to exercise the same care incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs will not be considered prudent, nor will they be reimbursed.
- Conference Attendance forms should be completed prior to attending the conference and a conference flyer/brochure should be attached to the form.
- Itemized receipts are required. **Receipts with no breakdown of what was purchased will not be reimbursed.**
- Each employee must make their own purchases for reimbursement. For example, if two people go to lunch together, separate checks are required and each employee must pay for their own check.
- Three meals per day are reimbursable if meals are not provided by conference.
- Meal reimbursement rates including tip are as follows: \$15 for breakfast; \$20 for lunch; and \$30 for dinner.
- It is expected that meals consumed before departing metro-Detroit and once you have arrived back in metro-Detroit will be your responsibility.
- Mileage to and from the conference is reimbursable and should be included on your conference form not on the standard Mileage Win program. If departing from home to the conference on a normal work day, your normal daily miles driven to work should be subtracted from your conference mileage request.
- Parking fees, if incurred, are reimbursable
- Employees will be reimbursed for necessary taxicab fares. Where possible, taxicab rides should be shared when more than one individual from the district attends the same conference.
- Gratuities will be reimbursed up to a total of \$5 a day for services provided by baggage handlers, taxi cab drivers, maids, etc. To receive reimbursement, a list of gratuities paid needs to be attached to your Conference Attendance form.
- Hotels costs for one day conferences are typically not reimbursed unless the conference is located more than 70 miles from your home. Hotel costs for conference spanning two or more days that are located more than 70 miles from your home are reimbursable.
- Alcohol and snacks are not reimbursable
- Room service fees are not reimbursable

Purchases that are made that don't adhere to district guidelines will not be reimbursed. The Business Office can be reached at 734-744-2500 ext 42114 or ext 42116 Monday through Friday from 7:30-4:30 if you have any questions.