

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts



STEVEN CHAMBERLIN  
Interim Superintendent of  
Schools

CHRISTINE M. LANDWEHRLE  
Assistant Superintendent

MARGARET A. BEAUCHAMP  
Director of Student Services

AMY FACEY  
Business Administrator

Date: May 25, 2023  
To: Steven Chamberlin, Interim Superintendent  
Mike Berry, Superintendent-Elect  
From: Christine, Landwehrle, Assistant Superintendent  
Re: Reimbursement Rates for FY24

Dear Mr. Chamberlin and Mr. Berry,

Per Policy DKC, mileage, meals, and lodging reimbursement rates will be announced by June 15 for the following school year.

The mileage reimbursement rate for the FY24 school year will be the IRS mileage rate for business miles.

Meals will be reimbursed as follows:

- Breakfast – the actual itemized receipted expense, including tax and gratuity, to a maximum of \$25.00 for overnight travel
- Lunch – the actual itemized receipted expense, including tax and gratuity, to a maximum of \$35.00
- Dinner – the actual itemized receipted expense, including tax and gratuity, to a maximum of \$45.00 for overnight travel

For employees in collective bargaining units, wherever the setting of rates for meals is in contravention of past practice, the practice will continue, and these rates will not be implemented until the union and the school board bargain the rates. If a union and school board bargain an agreement for rates which differ from the rates in this memorandum, that agreement will govern the employees in that bargaining unit.

The most current revision of the Conference and Workshop Approval and Payment Guidelines is attached to this memo, along with the FY24 Manifest Schedule.

*Christine Landwehrle*

Christine Landwehrle  
Assistant Superintendent



# Signature Certificate

Reference number: BTGTB-QRYTD-N4XXP-FVNGD

## Signer

**Christine Landwehrle**

Email: [clandwehrle@sau39.org](mailto:clandwehrle@sau39.org)

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Page 1 of 1



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## **SAU-39 – Amherst, Mont Vernon, and Souhegan Cooperative School Districts**

### **CONFERENCE AND WORKSHOP APPROVAL AND PAYMENT GUIDELINES**

The purpose of this travel information is to present procedures to guide employees when traveling. All employees required to travel have an obligation to ensure that the arrangements made are as efficient and as economical as possible. All travel practices must reflect both the highest professional standards and our obligation to stay within approved budgets.

#### **PRE-APPROVAL PROCESS**

The Activity Pre-Approval in Frontline begins the process for reimbursing staff members for professional development activities. All travel arrangements must be approved in advance. The following approval steps are to be taken:

- Submit a PD Activity Request in Frontline at least 7 days in advance, including a link to the registration form and estimated expenses.
- If your travel is outside of New England, choose YES for the “Outside of New England” question.
- When your request has been approved, your school office administrative assistant will create a purchase order based on estimated expenses per the guidelines.

You will be notified if not pre-approved by either your building administrator (for local travel) or the Assistant Superintendent (for out of New England travel). **Expenses incurred will not be reimbursed if travel was not authorized in advance.**

In order to minimize the amount of personal funds you will need to spend in advance for registration, payment will be made directly to the vendor when possible. **The District cannot pre-pay hotel and/or other travel expenses.**

Note: Professional Development shall be paid in the fiscal year in which the activity takes place. If the activity spans 2 fiscal years, then it should be paid in the year in which the majority of the activity takes place.

**Important:** All requests for reimbursement are due into the Curriculum and Professional Development Office no later than June 15. If the activity is a June activity, then the funds **must** be encumbered on the purchase order by June 30.

#### **GUIDELINES**

##### **Supporting Receipts**

Your reimbursement request must contain supporting original itemized receipts for all expenditures. If a receipt is lost it is your responsibility to obtain a replacement, Credit card statements are not acceptable supporting receipts. In order to expedite payment, please submit completed travel backup information **within 14 days of your trip completion**. Reimbursement shall be within 30 days of a completed reimbursement claim packet and will follow the attached manifest schedule.

All non-business, personal expenses on any receipt will not be reimbursed.

### **Air/Train Travel**

Whenever possible, make your reservations at least 2 weeks in advance in order to get the most economical rate. Travel in coach or economy class or the lowest available fare. Amounts paid for upgrades or early check-ins will not be reimbursed. Luggage charges will be reimbursed for up to one bag each way. Reimbursement will be based on the actual amount as supported by receipt for coach or economy class. It is your responsibility to call the airline/train transporter to cancel your travel plans should it become necessary. If prudent and reasonable, cancellation insurance should be purchased.

If an event is further than 400 miles and you wish to drive rather than fly, you must request advance permission to do so. Under no circumstances will the vehicle mileage reimbursement be greater than \$500 for any one event.

### **Lodging**

Lodging is eligible for approval if the conference/workshop is further than 60 miles from your home.

Exceptions:

1. The downtown Boston area - due to the time involved to navigate rush hour traffic, employees will have the option of staying overnight prior to a conference starting at 9 am or earlier the following day.
2. If the event is 25 miles or greater from your home, and there is an evening session followed by a session the following morning, employees will have the option of staying overnight.

Whenever possible the conference rate is to be used. If arranging other lodging, attempt to find a room with a reasonable rate. Always make an effort to obtain government lodging rates. You may also be able to negotiate a special rate when you will be staying in one hotel for several days.

Hotel room and tax charges will be reimbursed for the actual cost of lodgings by providing an itemized receipt attached to your reimbursement request. When sharing a room, please indicate who you shared with and who paid for the room when submitting your receipt. The employee who paid for the room will need to have the receipt and will be reimbursed for the full amount of the lodging.

Your cost of lodgings reimbursed will not include personal items such as movies, charges for pets in room, mini bar charges, extra charges for travel companions. **Work related internet charges and telephone charges are permissible.**

If your travel plans should change unexpectedly, **it is your responsibility to call the hotel** and cancel the reservation before the cut-off time on the day you are scheduled to arrive. The district will not pay the charges for a room reservation that is not canceled in time, unless the district contributed to the late notification. Be sure to request a cancellation number and keep it for your records. **If prudent and reasonable, cancellation insurance should be purchased.**

### **Meal Reimbursement**

Meal reimbursement will be provided for each full day you are traveling. Only lunch will be reimbursed if you are not staying overnight. If you return home after 6:00 P.M., you may charge for dinner. **Limits on meal reimbursement should be prudent and reasonable for breakfast, lunch, and dinner. The staff member shall exercise the same care in incurring expenses that a prudent person would exercise as if traveling on personal business at his or her own expense.** If you are staying overnight, dinner and breakfast will also be reimbursed (excluding alcohol). Reimbursement for tips will not exceed 20% of the total cost of a meal unless the gratuity is automatically included by the restaurant. Itemized receipts must be provided in order

to verify that alcohol has not been included. **Employees must submit original receipts that show individual items purchased and corresponding expenses, the date of the expense, the time of the expense and the location of the expense.** Meal expenses will not be reimbursed for meals included in the conference rate and provided during the conference.

### **Personal Automobile**

The district mileage reimbursement rates will follow the IRS business mileage reimbursement rates.

When calculating your mileage for an activity (workshop, conference etc.) your calculation should be based on the following:

If it is a **non-school day** and your departure point is from your home, then your mileage is from your home to the activity and back again. For instance, if you work at Wilkins and live in Wilton, and your workshop is in Bedford, you will be reimbursed mileage from Wilton to Bedford.

If it is a **school day** and you are coming to school for a portion of the day and then departing for the activity, then your mileage is from school to the activity and back to school again or back to your home. The return trip would be the shorter of the two distances. In the example above, you will be reimbursed from your school address to the workshop address and back.

If it is a **school day** and you are not coming into school, but heading straight to the activity, then your mileage is the lesser of the two from your home to the activity or from the school to the activity. In the example above, you will be reimbursed from your school address to the workshop address and back.

Rationale: On a school day, you would normally be driving from home to school and back again therefore that part of your mileage is not reimbursable.

Other authorized receipted expenses such as toll charges and parking will be reimbursed. Photocopies of E-Z Pass statements are acceptable receipts. Before valet parking is used, please inquire on the availability of self-parking. No reimbursement will be made for gasoline, traffic tickets, car repairs, car upkeep, or towing.

If an event is further than 400 miles and you wish to drive rather than fly, you must request advance permission to do so. Under no circumstances will the vehicle mileage reimbursement be greater than \$500 for any one event.

If involved in an accident while on school business, report the incident as soon as possible to your building administrator/principal, and complete the paperwork required by our insurer, Primex.

### **Use of Taxis**

The district will give reimbursement with a receipt for taxi fare. Before a taxi is used, you should inquire about the availability of adequate bus or limousine service. Note that many hotels provide free airport limousine service which should be used whenever possible. Also, the hotel can familiarize you with any local bus transportation that may be available. Reimbursement for tips will not exceed 20% of the total cost of the taxi fare.

### **Car Rentals**

Before making arrangements for a local car rental, the employee will ensure that it will be less expensive than taxis or public transportation. Car rental actual receipted expenses will be reimbursed only if you have first taken air or train transportation to your destination.

You will be reimbursed for actual receipted expenditures for a compact/economy vehicle unless

traveling with other employees. If traveling with one other employee, you will be reimbursed with receipt for the cost of a midsize vehicle, and, if traveling with two or more employees, you will be reimbursed, with receipt, for the cost of a van or SUV.

To avoid excessive fuel charges when you drop off the car, be sure the tank is full or at the minimum required by the rental car agency. The district will not pay additional charges for fuel to the rental car agency. However, you will be reimbursed for regular fuel charges during the use of the rental car, with a receipt. When you return the car, follow whatever procedure is necessary so that you obtain a receipt. Do not use a drop-off procedure that gives you no documentation that the car is returned. Verify that the rate you were promised is the rate you were charged.

**The cost of travel of an additional person accompanying the staff member shall be at their own expense and the District will not be impacted.**

### **College Courses**

Reimbursement for college courses is reimbursable if they meet 1) a goal or goals in your Professional Growth Plan and 2) your major assignment. Staff may request reimbursement for college courses with a proof of registration and proof of course payment. In order to obtain reimbursement for courses, a mark of "B" or better, or a mark of "pass" in a pass/fail course must be earned by the educator. In the event an educator fails to meet the grading standard or does not complete the course, repayment to the SAU shall be made within 30 days of the receipt of the transcript or notification that the course repaid was not completed as required for reimbursement. If repayment is not received within 30 days, the amount to be repaid will be deducted from the educator's salary as determined by the Superintendent. College course reimbursement may include registration, lab fees and textbooks. Note: Travel for undergraduate, graduate and post-graduate courses is not reimbursable.

### **Professional Books**

Educators may purchase professional books that relate to their Professional Growth Plan and request reimbursement. Any materials and/or textbooks for which educators are reimbursed become the property of the district. Educators who would like to keep materials, textbooks, and/or professional books will not receive reimbursement for those items.

### **Hardware (e.g, iPads, tablets)**

Educators may purchase hardware that is part of a workshop or conference - however, that hardware then becomes property of the district. Educators who would like to keep these items will not receive reimbursement from the district.

**Revised and adopted by PD Committee: May 18, 2023**

*CC: Kathleen Murphy, Principal (Clark-Wilkins Elementary School)*

*Kristen Gauthier, Principal (Amherst Middle School)*

*Tom Lecklider, Principal (Mont Vernon Village School)*

*Mike Berry, Principal (Souhegan High School)*