

2021-2022

POCONO MOUNTAIN SCHOOL DISTRICT

PROFESSIONAL CONFERENCE GUIDELINES

The Professional Conference request form must be completely filled out with the **account code** and estimated expenditures. Substitute cost is \$150.00 per day. Mileage reimbursement starting January 1, 2022 is 58.5 cents per mile. Your **supervisor** and **principal** must review and approve (sign) the form before sending it to the designated Assistant Superintendent's office for approval.

According to Administrative guidelines, payment of expenses is subject to the parameters listed below:

Total cost (not to exceed \$1,500.00 per conference unless approved by the Board) This policy allows the superintendent to authorize attendance at a conference up to \$1,500.00.

Meals: Reimbursement by the District is up to **\$35.00** per day, including state sales tax and gratuities. Gratuities will be limited to fifteen percent (15%) of the daily rate or the actual cost of the meal, whichever is the lesser amount. You may not go over \$35.00 on any given day.

Itemized bills must be attached to completed conference form for reimbursement. All meal reimbursement requests must have a **DETAILED ORIGINAL** receipt attached. Credit card slips that **do not** provide a detail of the expense will not be reimbursed. Only reimbursable items will be processed. Daily meals are for the employee only. **No reimbursements will be processed with a copy, fax, scan, or email copy of an invoice/receipt attached to the request.**

Reimbursement for alcoholic beverages is strictly prohibited. Any receipt containing alcoholic beverages shall be immediately returned to the employee unreimbursed.

Procedure: Such advance payments shall be made at the discretion of the Superintendent and shall not exceed the sum of \$500.00 and are limited to 75% of the expense. Advances will be approved only if all documentation for requested fees is submitted at time of request. **Part II of the conference request must be completely filled out if requesting an advance.**

A brief report of the conference is required within one week of the conference completion or **prior to final payment.**

If you have any questions, please call Dr. Sweeney's office at ext. 10131. Thank you.