

## Guidelines for Conference Advance/Reimbursement

Please refer to district policy and regulation DKC and DKC-R for all details regarding allowable expenses for conferences. This policy was recently updated and many of the guidelines have changed.

Please remember that all APS budget expenditures are a matter of public record. When incurring expenses for a conference, APS employees need to show that they are being good stewards of taxpayers' funds.

### ***Before the Conference***

- You will need to pick up and sign for your conference advance check when notified that it is ready.
- This check may be deposited into your personal checking account to be used for the conference expenses.
- **Please note:** The district will only reimburse the amount of the registration fee for the conference. **The district will not reimburse for membership fees.** Please be sure that membership fees are itemized separately from the conference registration fees and that only the registration fee is listed as an expense on the Part A and Part B forms.
- For out-of-state conferences, the district will pay an amount not to exceed the price of the lowest airfare available for any employee who elects to drive his or her own automobile rather than fly.
- Meals will not be reimbursed for conferences attended in the Denver metro area.

### ***While at the Conference***

- **Save all receipts.** All receipts must be itemized and dated. Receipts must include the name of the person, the name of the conference, and **why a specific hotel or restaurant was chosen.**
- Employees should use discretion when selecting restaurants and meal items to ensure they are reasonable and moderate choices.
- For meals, the itemized receipt must show the items of food and drink ordered and the tip (not to exceed 20%). The district **will not accept receipts which include alcohol. The receipt for the meal will be disallowed if alcohol is listed.** When possible, avoid establishments with "bar and grill" or "tavern" in the name to avoid the appearance of impropriety.
- Each employee must have **separate receipts** for everything. **Never accept a receipt that has meals, lodging or other expenses for multiple individuals.**
- The district will only pay **single occupancy rate** for lodging for each employee; when sharing a room with other employees or family members, request separate billing.

### ***After the Conference – Within 5 Business Days Submit to Susan Cast at ESC2:***

- **Fill out Part B** of the Conference/Travel Request Advance/Reimbursement form that you saved to your computer files when you submitted your Article 21 application. Information from Part A will populate Part B.
- Indicate all actual expenses on Part B. The actual expenses entered on the form must **match the itemized receipts.** The tab on the form marked "Add'l Part B is only for conferences which last longer than one week.

- If **mileage** is being claimed, a MapQuest or Google Maps printout must be attached to Part B showing the **total mileage** to and from the conference. Mileage must be claimed from the employee's school site, **not** from the employee's home.
- Save and print out Part B and sign it.
- Part B with all receipts and mileage documentation must be turned in to the Division of Instruction **within 5 business days** of the conference.
- **Do not tape receipts to paper.** Receipts should be paper clipped to the Part B form or placed in an envelope. **Do not use highlighter on receipts.** Employees should keep a copy of all receipts. Receipts are scanned at Accounts Payable and tape and highlighter make the scanned receipts illegible.
- If the expenses were less than the advanced amount, Part B will show the amount the employee owes the district. Do not make out a check at this time. The Division of Instruction will review your Part A and Part B forms along with your itemized receipts and inform you of the amount due. Once informed, a personal check should be made payable to APS.
- **The district will not reimburse the employee for any amount spent over the amount awarded through Article 21.**

*For questions or help filling out the district forms, please contact:*

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