

REGIONAL OFFICE OF EDUCATION

REGIONAL OFFICE OF EDUCATION SERVICES – Administrator Expenses

Recognizing the value of attendance at educationally related conferences/meetings, the Regional Superintendent or his/her designee shall consider requests from administrators to attend such.

Administrators shall complete a Request to Attend Professional Meeting form and submit same to the Regional Superintendent or his/her designee in sufficient time to approve the request based on needs of the ROE.

No reimbursement for expenses shall occur without prior approval of the Regional Superintendent.

The Regional Superintendent may advance administrators the anticipated actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by other Regional Superintendents of Schools;
2. County or regional meetings; and
3. Meetings sponsored by a national organization in the field of public school education.

Administrators shall submit an itemized verified voucher showing the amount of his/her actual and necessary expenses. Receipts shall be attached to the voucher where possible. When the bill pertains to a group function, the names of participating administrators shall be noted on the receipt.

If an administrator's actual and necessary expenses exceed the amount advanced, the administrator shall be reimbursed. If actual and necessary expenses are less than the amount advanced, the administrator shall refund the difference.

No money shall be advanced for the expenses of any person except the administrator. No administrator is entitled to reimbursement for expenses incurred by any person other than the administrator.

REGISTRATION

When possible, registration fees shall be paid by the ROE in advance via a purchase order.

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TRAVEL OR MILEAGE

Reimbursement for air travel shall be at the coach or single class commercial airline rate. Administrators shall be reimbursed for rail or bus travel at actual cost. However, the cost may not exceed the cost of coach air fare. Copies of airline, rail or bus tickets shall be attached to the expense voucher to substantiate amounts.

Administrators shall be reimbursed for the use of personal automobiles at the ROE's standard mileage rate. The reimbursement may not exceed the cost of coach air fare. Automobile rental costs shall be reimbursed when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.

Mileage for use of personal automobiles in trips to and from transportation terminals shall be reimbursed to administrators at the approved mileage rates. Toll charges, parking costs, taxis, airport limousines, or other local transportation costs shall be reimbursed in full.

HOTEL/MOTEL CHARGES

Administrators shall request conference rate or mid-fare room accommodations when possible. Hotel/motel expenses shall be reimbursed at the State of Illinois rates with exceptions of actual hotel/motel costs.

Other expenses incurred by administrators shall be reimbursed when specifically related to ROE business. The expense voucher or hotel bill must explain the types of expenses incurred.

Administrators shall pay personal expenses that are charged to hotel room bills at check-out. If impossible, deductions for the charges should be made on the expense voucher.

MEAL CHARGES

Lunch charges incurred while at an approved meeting shall be reimbursed at the rate of \$7.00 (tip would be reimbursed if above the \$7.00 allowance). When traveling overnight, per diem expenses for food will be at the State rates.

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MISCELLANEOUS EXPENSES

Administrators may include any other costs related to ROE activities on expense vouchers.

PERSONAL CHARGES

All personal travel costs shall be excluded from the expense voucher.

SUBMISSION OF EXPENSE VOUCHERS

Administrators shall be accountable for all expenditures.

Administrators shall complete the ROE's Conference-Travel Expense Statement and attach all bills, tickets, etc., to it. Each voucher shall be:

1. Signed and dated by the administrator and submitted to the business office.
2. Evaluated and approved or rejected by the business office and/or Regional Superintendent during the regular billing process.

Approved: 07/01/01