

Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Certified staff may attend educational conferences subject to the approval of the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Expenses for attendance at conferences requested by the administration or board of education will be fully reimbursed.

Administrators may attend educational conferences subject to the approval of the superintendent of schools and approved by the board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Board of education members may attend educational conferences subject to the consensus approval of the board of education. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Guidelines for travel logistics and reimbursement.

- I. All travel and attendance logistics will be coordinated through the office of the superintendent of schools.
- II. For all reimbursed travel, an accounting of expenses will be submitted to the office of the superintendent of schools, including receipts and vouchers, immediately upon return and placed on file for audit purposes.
- III. When practical and available, school vehicles will be used for transportation. When school vehicles are not available, or it is not practical to use a school vehicle, use of personal vehicle will be reimbursed at the federal mileage reimbursement rate.
- IV. Where possible registration and conference related expenses will be prepaid by school district warrant. For those expenses that cannot be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.
- V. If circumstances or distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually by the board of education. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for airfare.

Allowable travel expenses include:

- I. Registration fees.

- II. Necessary lodging. (Over-night lodging must be pre-approved by the superintendent of schools. If the travel time is more than two hours, as determined by the need for attending early A.M. and/or late P.M. sessions, consideration for approval will be given.)
- III. Transportation to and from and at the conference. This includes rental car and/or cab fare.
- IV. Meals: If no overnight stay is required, meals are an allowable expense only if paid for by school check or school charge card at time that expense is incurred.
- V. Ancillary costs to include luggage handling and business related telephone calls.

Expenses not allowed include:

- I. Cost of spouse attendance.
- II. Alcoholic beverages.
- III. Personal items.
- IV. Entertainment.

If a staff member wishes to attend a conference at his or her own expense, the superintendent of schools will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individual's absence from assigned task.

For any national conference, the attendee shall prepare and submit a summary for the next regular meeting of the board of education and the employee may be requested to present a report to staff members.

Refer to Policy 4220, Staff Development (Classified Employees).