

*Staff Attendance at Conventions, Conferences, and Visitations*

The District encourages the professional development of staff. Therefore, the District may select staff members to attend conventions, conferences, and meetings, and to visit other school systems when it determines, in its sole discretion, that such attendance is in the best interest of the District.

The District may reimburse employees for actual expenses incurred on the District's behalf. Such expenses must be reasonable and related to the performance of District business. All requests for attendance at conventions, conferences, and meetings must be approved by the Superintendent and be within the budget approved by the Board for these purposes. The Superintendent shall provide a full accounting of circumstances of all requests approved by the Superintendent in the next scheduled report to the Board.

It is recognized that as part of their assigned job functions, administrative personnel may be on school business outside the District at times during the work day. Such job functions when on school business, including attendance at meetings, do not require specific approval so long as the only District expenses involved are travel to and from the business activity or meeting, and when necessary, the cost of a meal.

Adopted: September 10, 1973

Revised: March 28, 1983

Revised: June 13, 1983

Revised: May 23, 1994

Reviewed: January 24, 2000

Revised: June 16, 2014