

**Travel and Reimbursement**

1. Classified staff may attend conferences necessary to maintaining or acquiring skills and information levels related to their assignment, as recommended by their direct supervisor and approved by 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 will be reimbursed in accordance to limits and policies as established by the Board of Education.
2. Certified staff may attend educational conferences subject to the approval of the respective building principals and the superintendent. 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 will be reimbursed in accordance to limits and policies as established by the Board of Education.
3. Administrators may attend educational conferences subject to the approval of the superintendent and review by the board. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Expenses for attendance at conferences requested by the administration will be reimbursed in accordance to limits and policies as established by the Board of Education.
4. Board member may attend educational conferences subject to the approval of the board and / or the direction of the board president. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Expenses for attendance at conferences requested by the board will be reimbursed in accordance to limits and policies as established by the Board of Education. For national conventions, ordinarily the annual budget will contain funds covering the cost of three attendees. Members will attend on a rotational basis pending their availability and desire to attend.
5. Guidelines for Expense Reimbursement:
  - a. All travel and attendance logistics will be coordinated through the superintendent's business office.
  - b. For all reimbursed travel, an accounting of expenses will be submitted to the business office, including receipts, immediately upon return and placed on file for audit purposes.
  - c. When practical and available, school vehicles will be used for transportation. If circumstances or distance render impractical the use of a school vehicle, mileage at the current approved per mile rate will be reimbursed for a private vehicle. Use of a private vehicle must be approved in advance.
  - d. When possible registration and conference related expenses will be prepaid.