

Personnel - All EmployeesTravel, Reimbursement

The board will reimburse employees for normal expenses for lodging, food, registration, and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to instructional or related operational improvement in the district. Arrangements for attendance must be approved in advance, in writing, by the superintendent or designee. The participant may attend without loss of compensation with proper advance approval. Mileage may be reimbursed if a staff member chooses to take their own vehicle and if another school vehicle is not already going to the same activity at the rate of \$0.30 per mile. The total number of miles round trip will be computed from the school to the activity using an online mapping program. In the event the staff member lives closer to the activity and leaves from their home, the actual number of miles traveled will be used. Mileage reimbursement is subject to the approval of the superintendent.

Approved travel for teachers will include the following:

1. To sponsor groups of students traveling on school approved activity trips.
2. To attend grant writing workshops, conventions or conferences, and other general education or activity events.
3. To scout opposing athletic teams prior to scheduled contests.
4. To make professional contributions or observe other school systems.

Travel will be approved by the superintendent and will be based on value to school and school mission, and availability of funds. A copy of this policy will be given to each staff member on a yearly basis as a part of the staff handbook.

Date of Adoption: July 18, 2014