

Professional Personnel

5:206 Attendance at Approved Educational Meetings, Conferences and Workshops

The Superintendent will annually designate an area of emphasis (or a curricular area) which will receive priority consideration for requests from faculty members desiring to attend approved educational meetings, conferences, and workshops.

The Superintendent may designate faculty members to attend state and local educational meetings or conferences whenever such attendance is deemed to be in the interest of the school. National educational meetings or conferences must have the approval of the Superintendent and the Board of Education.

Expenses will be reimbursed upon submission of an expense report based upon the following maximum amounts:

1. Airplane, railroad or bus at reasonable cost.
2. Personal car at the current Internal Revenue Service allowance for mileage. (Not to exceed the cost of air fare coach class.)
3. Meals - \$40 per day.
4. Lodging, when necessary. Hotel receipts to accompany expense summary.
5. Tips, travel insurance, car rental and miscellaneous expenses shall be described in expense summary.

ADOPTED:October 9, 2007; February 12, 2013

Komarek SD 94
