

Employee Visitations and Conferences

Introduction

The Board recognizes the importance of balancing the needs of school employees for professional growth and the needs of the students for a quality education. Consequently, the Board will support employee attendance at meetings, workshops, seminars, and conventions outside the school district both during and after school hours. The district administrator will approve the reimbursement based on the following guidelines:

1. Ground Transportation: A school vehicle will be provided or mileage paid at the rate indicated by the employee's contract when a personal vehicle is required. Mileage will be paid on the shortest route basis using the employee's school district worksite as starting and returning point unless the employee's home is closer to the destination point. Other forms of ground transportation such as car rental or airport shuttle services must be approved in advance.
2. Commercial Travel: Arrangements for commercial travel shall be the employee's responsibility. Reimbursement will be made at the lowest coach class available and for the employee only.
3. Accommodations: Payment will be allowed up to \$150 for overnight accommodations whenever the meeting or conference makes it necessary as determined by the district administrator's advanced approval of a purchase order for accommodation expenses. If additional cost is incurred by an employee's spouse or family member sharing the room those costs will be paid by the employee.
4. Meal Allowance: Reimburse up to 7.50/breakfast, \$12.50/lunch, and \$25.00/dinner; however, individual meals may exceed the allowance but in no case will total reimbursement for meals be more than the aggregate allowance of those meals up to a daily maximum of \$45.00. Tips shall be reimbursed at a maximum rate of 15%. No reimbursement shall be made for alcoholic beverages.
5. Additional Expenses: The district shall pay reasonable and necessary fees as determined by the district administrator. Reimbursement for incidental costs such as taxicab fares or parking fees will not require a receipt.

Employee requests for attending conferences shall be submitted to his/her building principal. Requests for reimbursement must be submitted to the district administrator. Receipts must accompany all requests for reimbursement. Chits (tear tabs or check stubs) are not acceptable receipts. Teachers attending conferences after school hours or on days when school is not in session may request Board Credits as outlined in the BES Master Contract.

Pre-Payment of Expenses

Staff members approved for attendance at a conference, workshop, or seminar may request an advance on anticipated expense. Such an advance may not exceed 80 percent of anticipated expenses. Such requests must be approved by the district administrator and be supported by receipts when final expense payment is requested.

Coaches and advisors who elect to attend the state level event for their club, activity, or athlete program must use personal, school business, and/or sick leave when the event occurs on a day when school is in session as required by the teacher contract. The head coach or designee will be allowed to deduct one day as school business leave. In addition, the district will reimburse a maximum of two coaches or advisors per state level event for lodging, mileage, and tickets.

Approval to attend conferences, workshops, or seminars will be determined by

1. The availability of a suitable substitute teacher.
2. The availability of funds in the staff development budget.
3. The number of previously approved teacher requests to attend conferences.
4. The compatibility of the conference with the district's short and long-range staff development plans.

Approval will not be given for the following types of conferences workshops, or seminars:

1. WEAC Annual convention.
2. BEA or BESPAs conferences other than those specifically permitted according to the BEA and BESPAs Master Contracts.

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