

202.1

PARTICIPATION IN WORKSHOPS AND CONFERENCES

Attendance at workshops and conferences is encouraged by the administration within the budgetary limits of the district. Requests are initiated by individual staff members and/or their supervisors. The appropriate requests form must be completed and approved by the immediate supervisor and the Superintendent in advance.

A school vehicle shall be used whenever possible. The Board of Education will reimburse the attendee for conference registration fees, meals, lodging, and mileage as described by contractual language or other agreement.

Upon return to work, the conference attendee must complete the conference reimbursement form, attach a report of the conference and submit both to the Superintendent for final approval. No expense shall be paid until this report is approved. Registration fees will be paid in advance with the Superintendent's approval.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: July 6, 1993

February 5, 2008

January 10, 2017