

EXPENSE REIMBURSEMENT FOR CONFERENCES/WORKSHOPS/CLINICS

Reimbursement for the expense of attending conferences, workshops, or clinics, will be in accordance with the following:

1. Any conference/workshop/clinic, for which the total expense will exceed \$400 will have prior approval by the Board of Education.
2. Reasonable expenses for conferences/workshops/clinics/ incurred in the line of routine business will be approved by the Superintendent.
3. Reasonable expenses for conferences/workshops/clinics directed by the Superintendent will be paid in full. Directed is defined as those conferences/workshops/clinics where an employee is required to attend by either the Board of Education or the Superintendent. These conferences will also be of direct benefit to the Board of Education and the school system. (example: maintenance supervisor attending asbestos abatement conference)
4. Employees attending Board-approved conferences/workshops/ clinics will pay the expenses in full. However, regular pay continues for the employee and the Board will pay for the substitute. Approved is defined as those conferences/workshops/clinics where an employee wishes to attend for their own benefit with no direct benefit evident to the school system. (example: association meetings)
5. Conferences not classified as either directed or approved may be permitted with approval and reimbursement to be determined by the Superintendent.
6. Conferences for the Superintendent and Treasurer requiring an overnight stay will receive prior approval of the Board of Education.
7. A list of known conferences will be submitted to the Board of Education for prior approval for the July board meeting. Other meetings will be considered as submitted.
8. Conferences/workshops/clinics will be considered as long as the funding is available to support such activities.

Approved: September 20, 1978
 Revised: date of manual adoption
 Revised: April 19, 1989