

policy

BOARD OF EDUCATION
TEKONSHA COMMUNITY SCHOOL DISTRICT

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TRAVEL AND CONFERENCE EXPENSES

The Board of Education will provide for the payment of the actual and necessary travel and conference expenses of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for travel and conference expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the following conditions:

- A. Preliminary approval for attendance at the meeting as well as amounts of reimbursement for registration and expenses should be secured from the Superintendent.
- B. Reimbursement for meetings of various professional organizations shall be on the basis of membership. If the professional staff member is not a member and attends, any additional charge for nonmembership registration is the responsibility of the individual.
- C. Reimbursement shall be made only upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage.
- D. Mileage must be computed as actual miles driven at the rate currently approved by the Board for its professional staff members. Mileage will only be paid to one (1) driver to a given destination on a given date, unless specific approval is given in advance by the Superintendent.

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- E. Prior approval by the Superintendent for reimbursement of job-related expenses is required.
- F. All requests for reimbursements for expenses at professional meetings must be presented for Board approval at the next regular meeting or within thirty (30) days, unless this time limit is waived by the Superintendent.