

OUT OF DISTRICT**MEETINGS, CONFERENCE ATTENDANCE AND OVERTIME TRIPS**

Classified employees may attend appropriate conferences upon the recommendation of the immediate supervisor and approval of the superintendent.

All requests to attend out of district meetings or conferences shall be evaluated on the basis of their potential benefit to the district. The following guidelines will be used in considering employee requests to attend meetings and conferences outside of the district:

1. The meeting or conference should be related to the staff member's assignment.
2. there is some evidence of a potential for improving the employee performance as a result of the meeting or conference.
3. Reimbursement for conference expense as well as substitute time will normally be provided by the organization or department directly benefiting from the employee's attendance.
4. Attendance at out of state conferences that require long distance traveling are discouraged due to the considerable time away from work and the expense involved.

When attendance at a conference or meeting is desired and when such attendance requires an expenditure of district funds, a request for travel form D-12 should be prepared in duplicate and submitted through the immediate supervisor for approval. Upon approval by the immediate supervisor, a requisition form shall be prepared by the requesting party which shall indicate the estimated breakdown of cost for the trip, i.e., registration fees, lodging, meals, etc., exclusive of the plane fare if this is to be the mode of travel. The requisition and the request for travel shall be forwarded together to the district superintendent.

School vehicles shall be used for transportation whenever possible. When more than one person is authorized to make the trip, travel arrangements shall be coordinated so that the minimum number of vehicles will be used. If travel by personal vehicle is authorized, reimbursement will be at the lesser of the following alternatives: (a) the district's established rate per mile; (b) the round trip air fare and the normal transportation costs associated with hotel/airport connections.

If air travel is requested, the request shall indicate the desired time and date of departure and return. The business office will make the necessary travel arrangements to conform as closely as possible to the desired times and at the most reasonable rate.

Disapproved requests will be returned to the requesting party via the immediate supervisor. Approved requests shall be transmitted to the business office, a purchase order shall be issued promptly and forwarded to the requesting party along with the duplicate copy of the request for travel. If air travel was requested and approved, the data concerning the flight will be recorded in the lower right hand corner of the travel request form.

A "Travel Expense Claim" form D-33 should be sent to the business manager as soon as possible after the trip is completed. Reference should be made to the purchase order. Receipts must be submitted for transportation (not including federal excise tax), lodging, conference registration fees in excess of \$5.00 and expense in excess of \$5.00 for storage of car and telephone and telegraph charges.

When a classified employee works in an overtime capacity outside the district, a claim for reasonable and necessary meals and other expense may be submitted to the immediate supervisor on form D- . Expenses up to \$10.00 may be reimbursed within the department using the petty cash fund. Claims for more than \$10.00 shall be sent to the business manager with requisition as soon as possible after the trip is completed.