

SECTION 295 ATTENDANCE AT PROFESSIONAL MEETINGS

I. ATTENDANCE

Attendance at professional meetings, workshops, conferences, and conventions by administrative staff and district personnel is encouraged and supported by the School Board as an integral part of on-going training which contributes to the growth and improvement of the education system in the Portage Community School District.

In the case of national conventions, no more than five (5) administrators shall be allowed to attend in any fiscal year. Approval for administrators shall be at the discretion of the superintendent.

Attendance at national conventions shall be limited to a maximum of 6 working days, including travel time, subject to advance approval by the superintendent.

II. REIMBURSEMENT PROCEDURES

District personnel who incur expenses for registration fees, lodging, meals, and/or mileage in attending approved meetings or in carrying out their authorized duties shall be reimbursed by the district. In those cases where college credits are offered, the District shall pay for the cost of attending the workshop or the credits, but not both.

When payment for meetings, workshops, conferences, or conventions is required to be paid in advance or may be paid in advance, the district shall pay the cost of registration, meals, travel, and/or lodging in advance upon approval by the Superintendent.

III. REIMBURSEMENT RATES

Reimbursement rates for registration, travel, lodging, meals, and other necessary expenses shall be established annually by the School Board.

1st Reading - August 10, 1987
2nd Reading - Sept. 15, 1987
Approved - Sept. 15, 1987
Revised - June 7, 1999
Revised - February 10, 2014

REIMBURSEMENT GUIDELINES
for employees and school board

GUIDELINES FOR POLICY #142 and 295

- A. Registration: full reimbursement as charged by the sponsoring organization.
- B. Travel:
 - 1. for personally owned vehicles, actual mileage at I.R.S. allowable rate.
 - 2. by common carrier, reimbursement shall not exceed the lowest air fare currently available or the actual cost, whichever is less.
- C. Lodging: employees shall seek moderately priced accommodations when traveling, not to exceed the rates charged by the convention headquarters.
- D. Meals: Unless part of the convention or meeting program, reimbursement for meals (including tip) shall be limited to:
 - Breakfast - \$10.00
 - Lunch - \$13.00 or a combined maximum of \$45.00 per day
 - Dinner - \$22.00

Tips shall be reimbursed up to 18% of the meal charge. No reimbursement will be made for alcoholic beverages or entertainment related expenses.

Higher rates (up to \$70.00 per day) may be allowed while attending meetings at major cities or under special circumstances.
- E. Other expenses: Reimbursement for expenses may be paid by the district as deemed appropriate by the Superintendent and/or Business Administrator.
- F. A copy of this policy will be given to all board members and employees attending overnight seminars, conferences or workshops.

Adopted - Sept. 15, 1987
Revised - Feb. 10, 1997
Revised - June 7, 1999
Revised - June 4, 2001
Revised - July 30, 2001