

**Travel
Reimbursement**

Per diem, travel, and registration fees may be paid by the District for approved activities. [See DEE(LOCAL)].

**Professional
Absences for
Conferences**

An employee may request or be asked to attend conference/meetings when such conference has been budgeted for and/or approved by the school or department. Teachers, nurses, and librarians shall not be absent more than three consecutive days to attend professional conferences/meetings.

Individual requests to attend professional conferences/meetings shall be submitted for prior approval to the appropriate assistant superintendent with the recommendation of the employee's immediate supervisor. The employee shall supply information about the conference/meeting and justify the administrative and/or instructional, school related purpose to be accomplished at the conference/meeting. Employees will be reimbursed for approved travel requests in accordance with Board Policy DEE(LOCAL).

Employees may serve as professional learning or program speakers in another school district or college class, as approved by the Superintendent or designee.

**Conference
Speaker/Contributor**

An employee who is invited to be a speaker or major contributor at a professional conference or competition shall request approval from his or her immediate supervisor.