



Book	Policy Manual
Section	0000 Bylaws
Title	SCHOOL BOARD CONFERENCES CONVENTIONS AND WORKSHOPS
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0175.1 - **SCHOOL BOARD CONFERENCES CONVENTIONS AND WORKSHOPS**

The Board of Education recognizes the value of membership and attendance at conferences and meetings.

Attendance at workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

If approved, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation – plane, train, or automobile, including buses, taxis, and limousines
- C. mileage at the Board approved rate
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. meals (and gratuity not to exceed twenty percent (20%))
- G. official conference banquets will be reimbursed at actual cost
- H. phone calls for District business and reasonable calls home

The President of the Board will regularly receive a record of Board member attendance at conferences.

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