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**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**POLICY 307: OUT-OF-STATE TRAVEL BY SCHOOL ADMINISTRATORS**

**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school administrators and staff similar to the separate school board policy guidelines to control the out-of-state travel by school board members.

**II. GENERAL STATEMENT OF POLICY**

School administrators have an obligation to become informed on the proper duties and functions of school administrators; to become familiar with issues that may affect the students, staff and school programs; to acquire sufficient knowledge to comply with federal, state and local laws; to implement school bylaws and policies that relate to their functions as school administrators, and to improve their skill levels and job performance as school administrators. Occasionally, it may be appropriate for school administrators to travel out of state to receive specialized training or development of professional skills. In some circumstances the school administrators may also determine that it is appropriate for other staff to travel out of state for professional development purposes.

**III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school administrators to acquire knowledge and information necessary to allow them to carry out their responsibilities. Travel to regional or national meetings of the associations for charter schools or school boards are generally presumed to fulfill this purpose. The Cologne Academy director may identify other conferences or workshops as learning opportunities on priority topics. Travel to out-of-state meetings for which the administrator intends to seek reimbursement from the school district should be preapproved by the school board.

Travel by staff other than the school administrators shall be allowed when the travel has been approved by the director or the director's designee, when the cost for the travel is within the school board's approved budget, and when a comparable professional development opportunity is not available in the local area.

**IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. Expenses for trips which are funded by federal funds must meet the federal reimbursable requirements. Expenses for trips which are funded with general education funds must meet the requirements in the Education Commissioner's Plan.

## **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the executive director or designee. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service, unless the school board has approved some rate other than the Internal Revenue Service rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The school shall use the established schedule of reimbursement rates for all school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The school administrator shall follow the approved directives and guidelines to address methods and times for submission of requests for reimbursement.

## **VII. POLICY REVIEW**

This policy must be reviewed every three years by the school board.