

PROFESSIONAL TRIPS

The Superintendent of Schools may approve professional trips, i.e. conferences, up to the limit of \$750 without prior Board of Education approval within the limits of the budget.

Conference requests are to be submitted using the approval form (see attachment/Exhibit 4133-A) as well as entered into Frontline Management System. Conference requests up to the limit of \$750 require a minimum notification of two weeks so that all of the required paperwork can be properly completed and substitute staff members can be secured whenever necessary.

Conference requests exceeding the \$750 limit and thereby requiring Board of Education approval require a minimum notification of 45 days so that all Board of Education agenda paperwork can be properly completed.

Policy Adopted:
November 20, 1967
Policy Revised:
December 16, 1991
Policy Reviewed:
April 2, 2001
Policy Revised:
March 19, 2007
Policy Revised:
October 24, 2016
Policy Reviewed:
August 28, 2017
Policy Reviewed:
August 27, 2018
Policy Revised:
August 26, 2019
Policy Reviewed:
August 24, 2020
Policy Reviewed:
October 18, 2021
Policy Revised:
August 29, 2022
Policy Reviewed:
October 23, 2023
Policy Reviewed:
October 28, 2024

EXHIBIT 4133-A

AUTHORIZATION TO ATTEND PROFESSIONAL CONFERENCE OR FOR OTHER TRAVEL

To be completed by Staff Member: (Note: If expenses are more than \$750 this form must be received 45 days prior to the event.)

Staff Member _____ Department _____ Building _____

Name of Conference _____

***Attach copy of brochure for the conference.**

Description of Conference _____

Professional Organization Sponsoring Conference _____

Location (City, State) of Conference _____

Inclusive Conference Attendance Date(s) (month/day/year) _____ through (month/day/year) _____

Have you been asked to serve in some official capacity at the conference? No _____ Yes _____ (If yes, please describe) _____

Is the purpose of this conference or travel request to accompany students on a district-approved activity?

No _____ Yes _____ (If yes, please name activity) _____

Is Substitute Required? No _____ Yes _____ Date(s) Substitute Required (month/day/year) _____

Will you be traveling with other employee(s) and sharing costs? No _____ Yes _____ (If yes, please list whom and which expenses will be shared) _____

Itemization of Requested Reimbursements – (Reimbursements for NYS sales tax, alcohol and tips cannot be made):

Conference Fee (see note on back re: Registration) \$ _____

Lodging \$ _____

Meals (Maximum of \$69.00/day) \$ _____

Travel (Reimbursed at .67 cents per mile as of 1/1/24) \$ _____

Indicate number of miles round trip _____

Miscellaneous Expenses (airfare, tolls, taxi, etc.) \$ _____

List: _____

Less \$20 deductible (if not grant funded) \$ - _____

Attendee is expected to pay and be reimbursed

Requested Total \$ _____

unless this is a BOCES-sponsored conference.

Applicant's Signature _____ Date of Request _____

PLEASE READ THE BACK OF THIS FORM FOR REGISTRATION INFORMATION.

Must be completed by Administrator:

Conference to be charged to the following general fund code # _____

Conference to be charged to the following GRANT-FUNDED code # _____

Substitute Costs to be charged to _____ **Name of Grant** _____

Is this a BOCES-sponsored conference? No _____ Yes _____ **Will BOCES bill the district?** No _____ Yes _____

If this is a BOCES-sponsored conference, the BOCES Registration Form must be completed

Signature of Administrator in Charge _____ **Date** _____

APPROVALS

Principal's Signature _____ Date _____ Assistant Superintendent for Instruction's Signature _____ Date _____

Director's Signature _____ Date _____ Superintendent of Schools' Signature _____ Date _____

(Please see notes on back)

Authorization and Reimbursement Procedures

Who should complete this form?

Staff members seeking authorization:

- to be **absent from duty** for attendance at a professional conference, workshop or other travel (**with or without cost** to the district); **or**
- to be **reimbursed** by the district for attendance at a professional conference, workshop or other travel on a **non-school day or school day**.

Whose signatures are required?

Signatures should be collected as follows:

- staff member;
- director or coordinator (where appropriate);
- principal;
- assistant superintendent for instruction; and
- superintendent (where required).

What should accompany the Conference Request Form?

- A copy of the brochure, flyer or a description of the workshop or conference **MUST** be attached to the request form.

When is board approval needed?

- Board of Education approval is required for all conferences where expense to the district exceeds \$750.
- The decision to register for a conference prior to board approval is the decision of the staff member; there is no guarantee that reimbursement for expenses will occur until board approval is received.
- Staff members seeking reimbursement in excess of \$750 should submit the request at least 45 days prior to the event.

Who is responsible for conference registration and travel arrangements?

- Staff members are generally required to handle their own conference registration, travel arrangements and lodging arrangements. A copy of the registration form should be submitted with this form.
- Some BOCES conferences are billed directly to the district, in which case the administrator making the arrangements will handle registration.
- Questions regarding registration should be directed to the principal, director or coordinator in charge.

What steps are needed to receive reimbursement?

- The conference must have the required approvals.
- The reimbursed amount cannot exceed the approved amount.
- Upon return from an approved professional conference, the claim form entitled "**Claim for Approved Staff Travel Expense**" should be submitted to Accounting with **SIGNED** receipts, along with a completed "**Professional Conference Report**."

Note to Administrators – BOCES Conferences

- If sending multiple individuals, please put ALL of the names on a single BOCES Registration Form.
- Indicate on the Authorization to Attend Professional Conference Form that BOCES will be billing the district for the conference.
- Forward all **COMPLETED** Authorization to Attend Professional Conference Forms and the BOCES Registration Form to Instructional Services for processing.
- Please note that if a teacher is registered for a BOCES conference and does not attend, the district gets charged. To avoid this charge, BOCES **must** receive 10 days notice for any cancellations. Any teacher who cannot attend the conference must inform the principal, the department head (if applicable) and Instructional Services. This should be done in writing. Instructional Services will contact BOCES to cancel the conference.