

General Personnel**Administrative Procedure – Staff Conferences and Meetings**

1. Requests to attend conferences and meetings by staff members shall be submitted on Form #295.
2. All copies of Form #295 must be submitted to the department head (if applicable) and then to the building principal. The building principal will then forward to the area supervisor who shall react and forward to the Superintendent. Where there is no area supervisor, this form is to be sent by the principal directly to the Superintendent for final action. A copy of the request will be returned to the staff member.

If the building principal does not approve of the trip, no form should be submitted. If the area supervisor does not approve, he/she should contact the building principal and discuss the matter. If agreement cannot be reached, written rationale should be submitted by both parties along with the application to the Superintendent.

Also, on Form #295 an estimate of the costs for the trip are to be included. This estimate should include costs for registration, banquet, additional meals, motel or hotel, transportation and any other major item.

3. If Form #295 is approved with expenses of any type to be paid by the District, after the trip, a copy of Form #295 is to be submitted to the Business Office for reimbursement of such approved expenses. Receipts are to be attached to the front of this form.
4. Advance expense money of \$25.00 or more may be issued for the conference or convention if requested by the staff member in accordance with the expenses approved by the Superintendent and/or Board of Education. If advance expense money is issued, the staff member must deduct this amount from actual expenses when submitting Form #295 after completion of the trip.

Adopted: 11/4/80

Revised: 2/18/86, 6/8/93, 9/25/07

Reviewed: 6/28/88, 6/26/90, 7/23/91, 3/26/96, 6/8/99