

Todd County School District Policy: BIBA

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

In recognition of the need for continuing in-service and development for its members, the board encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles for its guidance:

1. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.

2. The Todd County School District shall reimburse board members for the approved travel as follows:
 - a. Transportation
 - (1) out-of-state – coach class airfare at lowest available rates or equivalent in mileage;
 - (2) in-state – established district mileage rates;
 - (3) fees and registration as required for participation at meetings;
 - (4) hotel or motel at single room rate;
 - (5) meals at district rate;
 - (6) daily meeting rate to be paid for actual days of meeting and travel.

Receipts for hotel/motel accommodations and for transportation costs, including cab fares, shall be submitted with expense vouchers.

Expenses shall be submitted and accounted for with the business manager within thirty (30) days of the date of completion of such travel.

3. When a conference, convention or workshop is not attended by the full board, those who do participate are encouraged to share information, recommendations, and materials acquired at the meeting.

ADOPTED: April 18, 1983

REVISED: November 8, 1993

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