

~~3136 TRAVEL IN DISTRICT, IN STATE, AND OUT OF STATE~~

~~The School Board encourages the employees of the School District to acquire skills through the attendance at seminars and workshops. Further, the School Board realizes the necessity of in-district, in-state, and out-of-state travel in order to maintain and improve the operation of the School District as well as acquiring skills for improving the system.~~

~~The expenses associated with the above items, which include travel, lodging, meals, parking, and registration, are to be controlled by the immediate supervisor responsible for the budget of the function where the expenses are charged. All expenses must also comply with all applicable laws and policies of the School District. The supervisor must submit the appropriate forms with in the regulations set by the administration with copies forwarded to the Superintendent or designee. These expenses must be within the budgets established by the School Board and monitored by the Superintendent or designee.~~

~~The internal and contracted auditors will monitor and report findings of exceptions to the policy to the School Board on a periodic basis. In the case of the Superintendent and the School Board, the School Board Treasurer will be responsible for approving the expenses. The Superintendent will be responsible for approving the expenses of the administrators who report to him/her.~~

~~Approved: 01-18-1994 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~