

STAFF PERSONNEL

Code401.7R

Policy Title: TRAVEL PROCEDURES

The following is designed to help staff members understand the normal travel procedures to be followed in the Northeast Community School District.

1. Requests for travel funding will be considered following the established guidelines. Denied requests shall be returned with specific reasons for non-funding. Requests for travel within the site-based school improvement plan will be considered at the time of actual travel. Specific criteria considered include:
 - Relation to district and building goals;
 - Relation to building school improvement plans;
 - Relation to district staff development plan;
 - Costs with respect to benefits of proposal;
 - Instructional benefits and value to the overall educational program of the district;
 - Approval of the principal.
2. As in any case, an Application for Leave will be submitted to the principal.
3. After a Request for Travel Funding has been approved, the employee will submit an Application for Leave to his/her principal. Employees should not make any financial commitments for travel without first receiving approval. If the Request for Travel Funding is approved, employees may pay for travel or registration costs for conferences, workshops, etc. in one of three ways:
 - A. The employee may pay for the costs and then submit a request for reimbursement on the Travel Evaluation Expense Form within one week. **Original receipts** must be submitted at this time.
 - B. The employee may submit a requisition for a purchase order to the principal's office for registration fees. The completed registration form must be attached to the requisition, and the school district will then pay the registration fee. Account numbers for the registration fee will be coded by the building office. If plans change, and the employee will not be attending a conference after the requisition for registration has been submitted, the employee must notify the business office immediately. Costs for travel will be reimbursed as in Section A.
 - C. The employee may pay for costs with the school district's credit card. **Failure to submit original receipts** will result in non-payment by the district. If original receipts are not submitted, the employee will be responsible for the costs.
 - D. Employees and regularly employed supervisors of extra-curricular activities will be allowed the purchase of meals at the District's expense, not to exceed \$17.00 per day.

Guidelines for state-sponsored activities follow:

Coaches:

1. Personnel involved in a state-qualifying program will be allowed to attend the state competition with the approval of the athletic director, principal, and superintendent.
2. Coaches or sponsors of athletes not qualifying for state competition will be allowed to attend the state tournament, at their own expense, at the discretion of the high school principal or his/her designee. Such leave would be considered as a personal day or the one professional leave day allowed each employee. Transportation would be the responsibility of the employee.

Participants:

1. Non-participating students will be allowed to attend the state competition at their own expense only with permission of the high school principal or his/her designee and the student's parents.
2. State participants will be under the direct supervision of a school employee.
3. The number of participants will be determined by the Athletic Director, but the number will not exceed the number of participants required to compete.

Lodging:

1. The school will provide safe and adequate lodging for all participating students and coaches.
2. Room assignments will be made at the discretion of the athletic director or his/her designee.
3. Accommodations for no more than one manager, two statisticians, and two coaches will be paid for by the District. Spouses may attend the athletic event at his/her own expense.
4. Accommodations for two overnight stays will be paid for by the District. If circumstances dictate, a decision will be made by the administration to deviate from that policy.
5. Miscellaneous room incidentals and charges will be the responsibility of the coach/participant.

Meals:

1. Two meals a day will be allowed for participating students and coaches (excluding spouses) at the district's expense, not to exceed \$25.00 per day.

Transportation:

1. Athletes who have qualified for state competition will attend the meet in school transportation unless other arrangements have been approved by the activity director, and a waiver releasing the school district has been received in accordance with Policies # 711.3 and 406.1

The employee is responsible for submitting all necessary leave and request forms. **All original receipts for travel, lodging, meal costs, etc. must be submitted for reimbursement by the district.**