



**EXPENSE REIMBURSEMENTS**

The district will pay all costs of travel of the district administrator incurred while he/she is on school business. This shall include mileage, meals, lodging, and other costs required in the conducting of school business.

The district will pay all costs of travel of administrators incurred while they are on school business. This shall include mileage, meals, lodging, and any other costs required in the conducting of school business.

The school recognizes that to provide an effective and meaningful educational program for the students, it is necessary for members of the professional staff to keep themselves informed of the most current developments in the area of their teaching or involvement. One of the best ways to accomplish this is for the individual to attend professional meetings, workshops, seminars, etc., and this should be encouraged by the district.

However, attending professional meetings often requires teachers and other staff members to be absent from their work, also incurring cost to the district. Each year the district will include in its budget an amount that is sufficient to reasonably accommodate staff attendance.

The district administrator, upon recommendation of the building principal, will review all staff requests for professional meeting attendance and request for expense reimbursement.

Adopted: June 1976

Revised: August 1986

Reviewed: April 2001