

Monroe City Schools

Travel Guidelines for Professional Development

Travel arrangements should not be made until the superintendent's approval is given

Professional development travel is necessary to support the continued education and improvement of district administrators, school faculties and staff. These procedures will describe the process for district travel.

I. Selection of Meetings/Conferences

Requests for professional travel may occur according to the following criteria.

- significance, relevance, and feasibility
- impact on the individual's professional growth plan
- impact on the school's improvement plan and relevance
- quality of the meeting/conference
- potential of technical, innovative or collaborative ideas and/or strategies
- the provision for maintaining the quality and continuity of instruction in the employee's responsibilities associated with his/her position
- potential for turning academic achievement around

II. Process for Approval

Approved local, regional, state and national conference/meetings participation may be requested by district personnel after meeting the criteria set above. Once the conference/meeting is selected, all required documents must be given to the immediate principal/district supervisor for validation and recommendation for approval. District level administrators will determine the final number of representatives that may attend.

Representation may be comprised of a combination of district administrators, school administrators and teachers or school teams as district teams. Selection of personnel will be based on: 1) instructional improvement needs, 2) affiliation, 3) availability of school/district funds, 4) presentations at conference/meetings, 5) necessity for job responsibilities. All employees attending conferences/meetings are required to share information gained either at the school or district level. Administrators will ensure this will occur at staff and district professional development in-services. Documentation of presentations by attendees must be kept on file at the school and central offices. Once conferences/meetings are selected, validation occurs, documents are forwarded to the Division Executive Director/Director for signature, then sent to the Superintendent for final approval.

III. Initiation of Funding

Once travel has been approved and the funding source determined, and approval given, arrangements can then be made.

Arrangements

A. Registration – Processed by the school or district division staff. Registration fees must be paid with school/district checks or district purchase orders. All other arrangements for payment of fees must be approved by the appropriate administrator

before processing. Original receipts from the conference/meeting and hotel must be submitted upon return.

B. Hotel – Hotel arrangements should be made by the individual participant, school or district staff. When a school or district check is used, the principal or his designee and/or a district staff person shall execute the transaction. Individuals making their own hotel arrangements may do so utilizing credit cards and/or money orders. A statement or receipt must be submitted. Personal checks may be used at the discretion of the conference/meeting. Hotel stay will begin the evening before the conference/meeting if starting time is 8:00 a.m. – 9:00 a.m. and the distance is over 600 miles and/or out of state. However, if the conference/meeting begins between 1:00 p.m. and 2:00 p.m. hotel stay will be the day of. An attempt to secure the most reasonable rate is requested.

C. Shuttles, Taxies, & Rental Cars – The district will fund the most reasonable rate for shuttles and cabs to and from airport and hotel. A receipt must be secured and submitted for the actual amount. Rental car fees are not funded by the district during a conference/meeting. Rental cars utilized are the sole responsibility of the employee. Rental cars may be funded when a group representing the school or district is traveling. Arrangements must be approved by supervisors and division heads except when approved by superintendent.

D. Flights – The district will fund round trip air travel for out of state conferences/meetings beyond 1,000 miles. Flight arrangements may be made by an individual if personal payments described earlier are made. However, if teams or groups representing schools or the district are traveling, flight arrangements will be made by the principal or his designee and/or district staff. A purchase order or district check shall be utilized. Flight time arrangements will be made following the same criteria previously described for hotel stay. All flight itineraries will reflect round trips.

IV. Reimbursement

Transportation costs, registration/admission fees, lodging costs, and meals are refundable according to existing guidelines set by the business office. Tax exemption forms are required for in-state travel.

V. Travel Limits – Administrative

District and school administrators may attend inter-district professional development meetings as they relate to job responsibilities, upon notice.

Attendance at regional and state conferences/meetings is limited to two per year.

- Directors of programs of which meetings are scheduled on a monthly basis may attend as requested.
- Administrative team representatives are rotated on a yearly basis.
- Directors of programs and budgets will attend regional and state conferences/meetings as needed for implementation purposes.

Attendance at national conferences/meetings is limited to one a year. District level administrators representing divisions are limited to four participants. School administrators and teacher teams of four may attend on a rotating basis or when invited to present.

VI. Re-Delivery of Information

District and school level employees attending conferences and meetings at the expense of the district must re-deliver information at district professional development sessions.

Documentation of presentations must be presented to immediate supervisors and maintained at school/district offices for viewing at any time.

VII. District Travel

The following timeline reflects dates that requests are due on the superintendent's desk for approval. All other signatures of validation and budget approval must be secured before seeking the approval of the superintendent.

National Conferences – 90 days

Regional Conferences – 60 days

State Conferences – 14 days

State Meetings – As called

Regional Meetings – 14 days

- Region 8 meetings are considered district level travel. No "Request for Absence" forms are required. Mileage will be recorded on the district mileage form.

VIII. Travel Request Documents

The following documents must be presented when seeking approval for travel.

- 1) Request for Travel/Absence Form
- 2) Conference/Meeting Notice (Agenda)
- 3) Registration Form (Method of Payment)
- 4) Advance Travel Form (If requested, for 3-4 days travel)
- 5) Lodging Plans (Payment Arrangement)
- 6) Travel Plans (Method of Travel)