

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: GCLA-R & GDLA-R

**REGULATIONS FOR ATTENDING CONFERENCES, PROFESSIONAL MEETINGS, AND
STAFF DEVELOPMENT ACTIVITIES**

All Vigo County School Corporation certificated staff members are expected to continue professional growth by reading, engaging in staff development activities, attending conferences, and participating in professional activities. However, professional activities are not to be pursued at the expense of an individual's responsibility to the classroom, school, or other assignment. So that a balance is maintained between professional growth activities and specific job responsibilities, the following guidelines are to be followed in order to meet the requirements of the Board Policy.

GUIDELINES FOR ATTENDANCE

1. All travel requests are to be submitted on the approved forms and authorized by the Board of School Trustees prior to the date of departure. Exceptions may be made in certain instances when notification for called meetings are not received in time for prior Board action. Such cases **must** have approval from the Superintendent beforehand.
2. Conferences/meetings must also be approved by the principal who, in turn, submits the request to the appropriate supervisor.
3. Conferences/meetings must be related to school/corporation goals and to the individual's responsibilities.
4. If conferences/meetings offer alternatives other than a school day, then an individual should attend at that time.
5. Individual groups or building staffs must establish procedures for attendance so that all staff members have opportunities to participate.
6. A procedure for the dissemination of the information from the conference to the appropriate groups must be determined before the travel request is approved.
7. If a person is requesting an absence without loss of pay, and the vacancy created by the teacher's absence does not require the employment of a substitute, the Superintendent or designee may authorize the attendance without seeking School Board approval. This would be contingent upon the fact that the educational program would not be negatively affected.
8. If approving a professional leave request would cause a teacher's attendance rate to fall below 95 percent, the request may be denied.

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GUIDELINES FOR TRAVEL

Limited annual appropriations are made for travel expenses of the staff. Travel expenses are reimbursed for conducting corporation business outside the school corporation and for expenses incurred in attendance at approved professional meetings. Reimbursement for travel expenses is made in accordance with the following guidelines:

GENERAL GUIDELINES

1. No travel or subsistence allowance will be provided for trips for which the individual receives reimbursement for travel expenses from any other source.
2. A person should not request reimbursement for expenditures to attend a meeting which is directed towards extracurricular emphasis. The corporation **may** authorize attendance without loss of pay, but reimbursement, if desired, would need to be requested from another source.
3. If the Superintendent requests a person's attendance at a meeting as a representative for the school corporation, then reimbursement shall be on the basis of travel and expenses as incurred.
4. The Superintendent may authorize travel outside the county for those persons who have corporation-wide responsibilities and whose job responsibilities require the travel. Travel expenses may be filed on the monthly mileage claims according to corporation procedures.

GUIDELINES FOR REIMBURSEMENT

1. Travel Allowances
 - a. Persons approved to receive travel allowance to attend state or regional meetings which require traveling out of the school corporation will be authorized to be reimbursed at the rate established by the Internal Revenue Service.
 - b. When more than one person is requesting to attend the same conference, reimbursement for mileage will be allowed for one automobile for up to four (4) persons. One person will be designated to receive the travel mileage allowance.
 - c. Persons approved to attend meetings out of state requiring a driving time in excess of one day should utilize air travel. Persons may request auto allowance on the basis of the lesser cost.

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d. Air travel, when used, will be reimbursed at the lowest available fare.

2. Additional Allowances

Registration fees, conference fees, meals and lodging will be reimbursed upon the submission of a paid receipt(s) with the claim form subject to the following limitations:

Maximum Limitations

Lodging per day.....	Actual Cost
Breakfast.....	\$ 6.50
Lunch.....	\$ 8.50
Dinner.....	\$15.00

Note 1: Special luncheons and banquets in excess of the above maximum limits will be allowed if they are listed on Travel Request Form.

Note 2: When staff participates in an approved conference which involves out of county travel, meal allowances may be spread in any combination per meal with the expense reimbursement limited on the per diem basis of thirty dollars (\$30.00) rather than on the per meal basis. The submission of receipts is required to substantiate the claim.

a. Other Reimbursement

(1) Taxi Fare - Taxi fare and the cost of other local (public) conveyances are allowable for official travel.

(2) One round trip mileage for private auto transportation from home to the air terminal and back may be claimed if such is reasonably necessary.

(3) The cost of parking is allowable as incurred.

b. Non-Reimbursable Items

Long distance telephone charges and personal service charges, except those made to the school corporation, are not reimbursable.

on Date: May 25, 1977; Revised: June 13, 1979, July 1, 1982, August 12,
1983, July 1, 1984, March 1, 1990, March 13, 1995

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