

Out-Of-State Travel for Licensed Teachers and Specialists

Licensed teachers and/or specialists may have responsibilities, direct assignments, or professional opportunities which would require out-of-state travel. When such travel involves either regular duty time or a request for District financial assistance, formal approval of the Superintendent must be obtained in advance.

The following guidelines shall provide the basis for considering such out of-state travel requests and implementing any that might be approved:

1. The object of the travel will serve the best interests of the School District.
2. The person may be supervising students who would be participating in a school recognized regional or national activity.
3. The person may be representing the school or District as an official representative or delegate at a regional or national workshop or convention.
4. The program may be of significant interest or priority in the instructional improvement efforts of the District and attendance at the meeting is recommended by the building administrator and Superintendent.
5. Expenses for such travel shall be paid from the appropriate center account budget, as funds permit.
6. The regular District form for requesting conference attendance shall be completed well in advance of the date of the meeting. Explanatory information needs to be provided.
7. A written report of the meeting shall be submitted upon request to the Superintendent with copies to the principal and other involved staff within ten days of returning from the meeting. The report should clearly identify the possible benefits to be received by the District, personal growth opportunities, suggested follow-up activities, and a summary of the sessions attended.
8. Applications and/or reports for all out-of-state trips for licensed staff must be presented to the School Board at the next regularly scheduled School Board meeting.

Approval shall not be granted to licensed teachers or specialists to attend meetings sponsored by the collective bargaining group's state or national organization under this policy.

END OF POLICY

Legal Reference(s):

ORS 294.155

ORS 332.107

OAR 581-022-1660

Internal Revenue Code, 26 U.S.C. Section 162; 26 CFR 1.162-1 (2001).

Internal Revenue Service *Travel, Entertainment, Gift and Car Expenses* (IRS Publication 463) (2000).