

**Klamath County  
School District**

Code: **DLC**  
Adopted: 10/23/03  
Readopted: 4/17/12  
Orig. Code(s): DLC

**Attendance at Conferences and Meetings**

The Board does hereby endorse attendance at professional meetings and conferences by qualified personnel and encourages the budgeting of an appropriate amount annually for this purpose. For purposes of this policy, the word “conference” means a meeting to confer and applies to any gathering which has a professional improvement purpose.

Appropriate approval must be secured prior to the attendance at any meeting or conference, which requires the employee to be absent from his/her regular assignment or for which a request for reimbursement of expenses incurred by attendance at such conference will be made. Site supervisors are responsible for approving meeting and conference attendance by their people and for approving reimbursement of expenses requests prior to their submittal to the business office.

The superintendent shall develop appropriate guidelines for reimbursement of such expenses.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.155](#)  
[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).  
INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.