

Newberg School District 29J

Code: **BHB-AR**
Adopted: 10/11/04
Readopted: 7/10/06
Orig. Code(s): AR 1220

Board Member Development

Board Education and Travel

General Guidelines:

A Board member wishing to travel to a conference, meeting or staff development event shall complete the Board travel approval request/travel advance request form, checking off travel approval request, and submit it to the Board chair at least six weeks prior to the travel date. To qualify for district reimbursement, travel by a Board member must receive prior approval of the Board. If the total cost of a meeting, conference or staff development activity is under \$25, then the Board member is not required to complete the Board travel approval request/travel advance request form and Board approval is not required.

Once travel is approved by the Board, the Board member may proceed with travel arrangements or may ask the superintendent's office to make arrangements. Travel expenses shall cover only those approved costs of the Board member. A travel companion shall be responsible for his/her own travel expenses.

Travel expenses incurred by individual Board members for approved travel shall follow the limits and procedures outlined in Policy DLC – Expense Reimbursements.

Upon trip approval of the Board, a travel advance may be requested by the board member by checking off travel advance request on the form and submitting it to the business office at least seven days prior to the departure date.

Upon completion of the travel, the Board member shall complete the district travel expense form within 10 working days of the conclusion of the trip following the procedures in Policy DLC – Expense Reimbursements.

Wadayama, Japan Guidelines

1. Fully fund the airfare of the Board member who represents the district on this trip. The Board member's spouse is responsible for his/her airfare
2. The Board member represents the district. As the district's representative the Board member shall:
 - a. Attend opening and closing ceremonies at Wadayama Junior High School;
 - b. Extend official greetings and speak on behalf of the Board and the superintendent at appropriate functions;
 - c. Represent the district at all meetings with city officials and with the Wadayama superintendent;

- d. Assist in supervising students when requested to do so by school chaperones;
- e. Report to the Board regarding the trip;
- f. Assist in preparing other Board members for their participation in future trips;
- g. Make recommendations that shall enhance the exchange.

NEWBERG SCHOOL DISTRICT 29J
SCHOOL BOARD EDUCATION AND TRAVEL APPROVAL REQUEST
TRAVEL ADVANCE REQUEST

Name: _____ Term of Office _____

I wish to travel to the following meeting/conference/continuing education opportunity:

Name of Event: _____

Place: _____

Departure Date: _____ Return Date: _____

Registration Fee: \$ _____

Mode of Transportation and Cost: \$ _____

Air

\$ _____

Rail

\$ _____

Private Car

\$ _____

Bus

\$ _____

Rental Car

Lodging: Hotel/Motel (plus taxes): \$ _____

Meals: \$ _____

_____ Breakfast	_____ Breakfast	_____ Breakfast	_____ Breakfast
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_____ Lunch	_____ Lunch	_____ Lunch	_____ Lunch
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_____ Dinner	_____ Dinner	_____ Dinner	_____ Dinner
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TOTAL COST: \$ _____

The reason(s) I wish to participate:

Board travel I have completed during the past year:

National Board meetings/conferences I have previously attended, where and when:

Amount Approved for Travel: _____

Signature

Date

Board Chair

Date of
Approval