

Riddle School District 70

Code: **GB0**
Adopted: 6/9/90
Readopted: 11/28/01
Orig. Code(s): GBO

Staff Travel

Travel must be within the budgeted amounts unless prior approval is obtained from the superintendent.

Staff traveling to meetings, conferences or workshops must be prepared to share information, materials and ideas with fellow staff and/or the Board members upon return.

Superintendent travel is permitted to accomplish district business or to meet improvement goals within the state. Travel may be reviewed at any time by the Board. Out-of-state travel must have the prior approval of the Board.

Principal travel is permitted within the state to accomplish district business or to meet improvement goals. Travel plans will be reviewed by the superintendent. Out-of-state travel must have the prior approval of the superintendent and will be reported to the Board at the next regular Board meeting.

Staff travel is permitted within the state to accomplish district business or to meet district or personal improvement goals. Travel must be approved by the building principal and will be reviewed by the superintendent. Out-of-state travel must have prior approval and will be reported to the Board at the next regular Board meeting.

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659.340](#)

[OAR 581-022-0705 \(4\)](#)