

Professional Staff Visitations or Attendance at Conferences, Workshops, and Conventions

Because the Board of Education recognizes the importance of professional staff staying abreast of current trends and developments in education, the annual district budget will provide a specified amount to support attendance at educational meetings such as conferences, workshops, and conventions or visitations to other schools.

I. REQUESTS TO MEET A DISTRICT NEED

Employees who are requested by the Superintendent of Schools or the Superintendent's designee to make visitations or to attend educational meetings will be reimbursed for their expenses consistent with administrative regulations on expense reimbursement. Such employees will be expected to serve as resources for the district.

II. EMPLOYEE REQUESTS FOR PROFESSIONAL GROWTH

Other employees may request permission to make visitations or to attend such educational meetings and, if approved, will be provided partial reimbursement of expenses within the limitations of the budget and consistent with administrative regulations on expense reimbursement.

III. LIMITATIONS ON REIMBURSEMENTS

- A. No staff member will be reimbursed for expenses incurred for the purchase of alcoholic beverages.
- B. No reimbursement will be made for overnight lodging in Connecticut.
- C. Reimbursement for mileage will be made at the I.R.S. approved rate.

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