

NORTHERN LEHIGH
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

ATTENDANCE AT A CONFERENCE/EDUCATIONAL ACTIVITY

1. Requests for approved absence and/or expense reimbursement for attendance at a conference or educational activity shall be submitted to the Superintendent. Approvals will be granted on the basis of the best interests of the district and its educational program.
2. General guidelines considered by the Superintendent in approving attendance include the following:
 - A. Relation of the program involved to the curricular (or extra-curricular) instructional assignments of the applicant.
 - B. Relation of the conference costs underwritten by the district to the potential educational return to the district.
 - C. The number of staff members requesting attendance:
 1. One (1) per school or two (2) from the district will be the guideline maximum in discipline or activities involving large numbers of staff members.
 2. Discipline or activities involving fewer staff members will generally receive approval on a one-per-district basis.
 3. Under special circumstances, building-level or district-wide teams or multiple individuals may be approved for attendance at conferences or activities.
 - D. Special consideration for programs in disciplines or activities under district priority emphasis for the academic year.
3. Limitations on Reimbursement
 - A. Meal expenses, including gratuities, for approved conference attendance will be reimbursed with the following limitations:

Breakfast	Maximum Reimbursable Amount Up To \$7.00
Lunch	Maximum Reimbursable Amount Up To \$8.00
Evening Meal	Maximum Reimbursable Amount Up To \$25.00
Alcoholic Beverages	No Reimbursement

These limits shall not apply where the cost of meals is included and/or regulated by the conference fees.

For national conferences, a daily limit of \$45.00 will be permitted for meals.

- B. All travel must be by the most economical and/or practical means, all factors (including time away from the job) being considered.
- C. For travel to and from conferences, workshops, meetings, etc.: (1) For trips less than the distance normally traveled to and from school, no mileage will be reimbursed. (2) Actual mileage to and from destination minus distance normally traveled to and from school will be reimbursed.
- D. All expense vouchers must be accompanied by receipts for meals, tolls, travel fare, hotels, parking, registration and all other items for which receipts can be obtained. Reimbursement cannot be made without proper receipts being presented.
- E. Anticipated expenses listed on Conference/Educational Activity Request forms must be as accurate as is reasonably possible. The maximum allowable reimbursable overage will be 10%.

4. Procedure

- A. The applicant will obtain the Application for Conference Attendance form from the school office, complete in duplicate, and return the copies to the school principal at least two (2) weeks prior to the Board meeting preceding the conference date. (The principal will route the forms to the Superintendent for approval.) **Attach a copy of the printed program, if available.**
- B. The conference request form will be returned by the Superintendent with an approval noting the approximate amount of money authorized or with a rejection notice and explanation.
- C. While attending the conference, the participant shall retain all bills and receipts for subsequent filing with an expense voucher.
- D. Within two (2) weeks after the closing date of the conference, an expense voucher, with receipts, is to be submitted, if applicable, to the principal for preliminary approval and transmission to the Superintendent.
- E. Within two (2) weeks after the closing date of the conference/educational activity (filed with the expense voucher, if used), a summary using the following guidelines shall be returned to the principal and to the Superintendent.

The style may be an outline or paragraph, but the summary is to be typewritten on the form provided.

The contents should summarize the major topics discussed with references to notable speakers, important speeches, and cogent quotes.



NORTHERN LEHIGH SCHOOL DISTRICT
CONFERENCE REQUEST FORM

Name _____ Date _____
(Please Print)

- Building/Grade &/or Subject _____
- Title of Conference _____
- Conference Sponsor _____
- Membership in Sponsoring Organization: ____ YES ____ NO
- Date(s) of Conference _____ Substitute Needed? ____ YES ____ NO
- **CONFERENCE REQUEST FORMS MUST BE SUBMITTED FOR ALL CONFERENCES. IF CONFERENCE IS NOT AVAILABLE ON CPE TRACKER, COMPLETED REGISTRATION FORM MUST BE ATTACHED TO THIS FORM.**

<ul style="list-style-type: none"> • TOTAL COST OF CONFERENCE _____ (Board approval required, if over \$100) <i>Includes: Registration Fee</i> _____ <i>Cost of Travel</i> _____ <i>Cost of Meals</i> _____ <i>Cost of Lodging</i> _____ <p align="center">YOU MUST HAVE A RECEIPT IN ORDER TO BE REIMBURSED</p>

- **Completion of conference registration via CPE Tracker is your responsibility.**

Describe how this conference/workshop/curriculum day will enhance your professional growth and/or support district or building goals.

Attendee's Signature _____ **Date** _____

APPROVED BY SCHOOL PROFESSIONAL DEVELOPMENT COMMITTEE **Date** _____
(Signature required...if Act 48 Committee, include all signatures on reverse side or attached)

APPROVED
 DISAPPROVED _____ **Date** _____

Principal's Signature

APPROVED
 DISAPPROVED _____ **Date** _____

Superintendent/Designee's Signature

<p>- For Office Use Only -</p> <ul style="list-style-type: none"> • Funding Source ____ Title I ____ Title IIA ____ Title IID ____ Title V ____ Act 48 ____ Other (If Other) _____ • The funding source was approved by _____
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