

## **TRAVEL, CONFERENCE ATTENDANCE AND EXPENSE REIMBURSEMENT**

The Board of Education recognizes the value of participation at professional conferences, meetings and out-of-district visitations as one way of ensuring that the Kingston City School District's educational programs are current and state of the art. Further, attendance at, or support of, such activities can help the Board identify future trends that could benefit our children.

The Superintendent of Schools or designee may direct employees or approve requests from employees to attend meetings, conferences or visitations as a representative of the School District, except as provided herein.

Board approval is required two months prior to:

1. Out of state travel in excess of 200 miles one-way by members of the Board of Education, the Superintendent of Schools and District Clerk. The Board resolution will contain the name of the activity, date(s) and location, as well as the names of persons attending. The resolution will indicate whether expenses are included. The Board will act on this resolution before the event occurs, except in emergencies.
2. travel by employees and students outside of the country. The Board resolution will include the name of the travel activity, the person(s) attending, the dates of travel and, if applicable, the amount the Board authorizes towards the cost of such travel. If an employee has requested a leave for the purpose of such travel, the Board will entertain that request as a separate resolution.
3. travel by employees and students that involves appropriations for domestic airfare. The Board resolution will include the name of the activity, the name of those attending, the dates of the activity, and the amount the Board authorizes towards the cost of such travel.

The school district assumes no responsibility or liability for trips planned without having received the prior approval of the Superintendent of Schools or Board of Education, as appropriate. Without prior approval, these trips are considered non-school sponsored trips, and the school district's liability insurance will not cover the students, staff members or other individuals chaperoning or accompanying the trip. The organizer(s) of any non-school sponsored trip shall assume all responsibility and liability and shall indemnify and hold harmless the Kingston City School District, its officers, employees and agents, from and against any claim, suit, demand, action, judgment, cost, expense and liability, including the costs of defense of any such claim, including reasonable attorney's fees, which may arise or result, directly or indirectly, from the planning or operation of a trip without such prior approval. In September, this policy, or a plain language summary thereof, shall be distributed to all staff members by

their building principal. The Superintendent is charged with the enforcement of this policy, and will take appropriate disciplinary action for non-compliance, if needed.

If an employee is invited to travel outside of the country by an organization other than the School District (e.g., New York State Education Department, Federal Government, Foreign Government, etc.) for an educationally-related purpose which will benefit the School District, the employee shall submit a written request for Board approval to the Superintendent of Schools, including all available information, at least two months prior to the date of travel. If the inviting organization will not pay for all or part of the expenses, the Board may act by resolution to pay for some or all of the costs of travel outside of the country. In the event full funding is not available, the employee may opt to pay for all of his/her own expenses. If the employee has requested a leave for the purpose of such travel, the Board will entertain that request as a separate resolution. The employee who participates in any such Board approved activity is expected to submit a report in writing regarding the benefits gained from such travel experience.

School district officers, employees and members of the Board of Education will be reimbursed for appropriate and reasonable out-of-pocket expenses incurred while traveling for school related activities. Only expenses necessary for the purpose of travel shall be reimbursable. Transportation costs, such as taxicabs, are allowable only for essential transportation. Mileage for travel by personal vehicle will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent of Schools shall determine, in the first instance, whether attendance by District staff at any conference or professional meeting is in the best interest of the District, and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all itemized receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator.

Regulations concerning expense reimbursement shall be attached to this policy, shall be reviewed annually, and shall be revised as appropriate.

**Cross Ref: 2521 Attendance by Board Members at Conferences, Conventions and Workshops**

Ref: Education Law §§1604(27); 1709(3); 1804; 2118; 2523; 2524; 3023; 3028; 3813  
General Municipal Law §77-b

Adopted: January 17, 2007, Revised: March 4, 2009, Revised: April 6, 2011  
**Amended-1<sup>st</sup> Reading: March 21, 2012, Adopted: April 11, 2012**  
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