

INSTRUCTIONAL STAFF CONFERENCES/TRAINING/WORKSHOPS

1. The Superintendent may authorize transportation requests for activities in local areas within budget limitations where leave is not required.
2. For professional activities outside the local areas, transportation costs may be furnished for a vehicle at the prevailing reimbursement rate upon the request of the employee with the concurrence of the principal, the department director and the superintendent or designee. Public transportation may be used if it can be provided more cheaply than other means.
3. Transportation by private conveyance outside the state may be reimbursed by an amount equivalent to current air fare.
4. Reports of meetings in or out of state may be requested by the principal, the department or the superintendent's office.
5. All requests for leave by certificated personnel in or out of state that involve an expense to the district must be given prior approval before reimbursement will be made.

All travel should be in compliance with the District Travel Policy DKD.

CROSS REFS.: DKD, Travel Policy
DKD-R, Regulations to Travel Policy
The Colorado Springs School District 11 Board of Education Operating
and Procedures Manual

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Revised November 2011
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