Staff and Board Member Travel

Purpose:

The Board of Directors of Bonneville Academy understands the importance of professional development and training. Both staff and board members (hereafter, Staff) are encouraged to participate in professional conferences, developmental activities and other similar events (hereafter, Conferences) which provide opportunities to acquire knowledge, learn from and network with other state and national educational leaders, and keep abreast of new educational developments.

This policy is to outline the guidelines for travel and conference attendance for both staff and board members.

1. General Guidelines

   a. Staff shall strive to broaden the school's collective knowledge base through carefully selected attendance at Conferences.

   b. Staff are expected to share materials and ideas from Conferences.

   c. All requests for Conference attendance will be approved by either the Director for Staff or Board Chair for Board members.

   d. Staff may attend no more than two (2) Conferences a year that are not provided by the school.

2. Participation and Selection

 Staff interested in Conferences that will require expenditure of school funds for either registration, travel, or associated costs shall:

   a. Fill out a Conference Travel Authorization form, including answers to the following questions:

      i. How does this conference tie to the school or job responsibility goals?

      ii. How will you share/use information obtained from this conference?

      iii. How will you follow-up with continued learning after the conference?

   b. Forms must be submitted to the proper authority (Director or Board Chair) at least 6 weeks before the Conference date.

   c. Staff will be reimbursed for up to 3 meals a day (not to exceed $35) excluding alcohol, during the Conference days, and travel related costs including airfare or mileage. Mileage will be reimbursed at the current IRS allowable amount. Staff will need to submit receipts and documentation in order to receive reimbursement for qualifying expenses.