

**Professional Activities, Training and Professional Growth**

**Conferences and Travel**

The following guidelines are established for absence from assigned duties in order to attend workshops and conferences:

1. Requests will be submitted in sufficient time to the Superintendent/designee for review and approval.
2. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent/designee.
3. Conference requests require supporting information for verification of activity and a brief rationale for the request.
4. Conference attendees will not be paid unless verification of expenses are submitted.
5. Employees must state on application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the District.

All administrators who process conference and workshop requests shall inform their personnel of these guidelines prior to making any recommendation and forwarding the request.

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Implemented: July 1, 2018  
Raymore-Peculiar R-II School District