

The Board encourages participation in job-related professional activities which support the improvement of the educational program of the District.

The Board shall limit its support of professional participation, in the form of leave, expenses or transportation, to those activities which relate directly to the education program of the school, to personnel representing the District and in alignment with the Collective Bargaining Agreement. Employee participation shall be limited to the area of assignment, unless it is to the District's advantage to lift such limitation.

All requests involving leave or expenses for professional activities require the approval of the Building Principal and Superintendent. Approval will be made within the framework of the policy, except that the Board reserves the right to make exceptions as it deems appropriate. The Superintendent may, at his/her discretion, direct specified personnel to represent the District in a variety of professional activities.

### **Expenses**

In no event shall expenses be advanced to a District personnel for any of the following:

- Expenses of a person who is not an employee;
- Personal expenses; or
- Entertainment expenses, including but not limited to, shows, theater, sporting events, concerts, private entertainment (unless costs are ancillary to the employee's program or event).

Advances, reimbursements, or purchase shall be timely submitted to the appropriate office personnel and shall be appropriately itemized and signed using the District's standard form. At minimum, such requests shall include the following information:

- The amount of the estimated or actual expense, with attached receipts for actual incurred expenses;
- The name and title of the employee requesting the expense advancement or reimbursement. In the event a receipt is from a group function, it must include the names, offices, and job titles of all participants;
- The date(s) of the official school business event on which the expense advancement, reimbursement, or purchase order will be or was spent; and
- The nature of the official business

When an advancement is not spent in-full, the remaining unspent portion shall be returned to the District.

**Special Requirements for Expenses Charged to Federal and State Grants:**

Any grant-related travel expense must receive advanced approval from the Superintendent or designee. All expenses for transportation, lodging, meals, and related items an employee incurs that shall be charged to a federal grant or State grant, shall meet all the requirements of the Grant Accountability and Transparency Act (30 ILCS 708/) and related State and federal guidance and regulation. The Superintendent is responsible for ensuring all rules and regulations related to such expense requests are fully complied with.

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL