

**Personnel****Professional Staff****Conferences and Workshops**

Staff members, professional and support staff, and administrators shall have the opportunity to request attendance at conferences/ workshops that relate to the Watertown Unified School District. Building principals will approve or disapprove requests of teaching staff members in their building. Approved requests shall be forwarded to the Superintendent for final approval. Travel and conference fees will be paid for out of the District's budget. Meal costs will be reimbursed on the following basis:

1. For meetings which require the person attending to be out of the District for a meal, the actual cost of the meal may be reimbursed. Cost of alcoholic beverages will not be reimbursed.
2. Individuals must provide receipts to verify expenditures. Requests will be approved if:
  - A. The conference /workshop is substantiated as a worthwhile and related activity to the teacher's regular duties.
  - B. If it would be beneficial for the district to have a representative at the conference.

Requests will be screened carefully so that final approval for conferences /workshops are allotted equitably.

Support staff members shall submit their travel requests to the Superintendent or designee. The Superintendent shall approve or disapprove such requests and shall indicate to which budget expense for approved requests shall be charged. Basis for reimbursement shall be according to established procedures.

**Policy Approved: August 19, 1987**

**Policy Revised: September 22, 2014**