It shall be the policy of the District to approve attendance and allow necessary travel and/or living expenses for the following meetings, conventions, etc. for the personnel involved:

1. Meetings called by the State Superintendent.

2. Meetings of the Trustee Association.

3. Annual meetings of state associations of school administrators, superintendents, secondary and elementary principals, and educational office personnel.

4. Northwest Association of Secondary Schools conventions.

5. Meetings of state and area business managers and other office personnel.

6. District or area administrative meetings.

7. State or area curriculum association and subject matter or specialty group meetings approved by the superintendent.

8. Line of duty business inside or outside the district approved by the superintendent.

9. National or regional meetings with prior approval of the Board. (Out of state meetings can be approved by the superintendent if general fund money is not expended).

Expenses may be paid in advance with an immediate check or after the fact through the regular monthly bills under the following provisions:

1. Mileage will be paid at the rate set by the State of Idaho Board of Examiners according to the District mileage chart.

2. When travel requires an over-night stay in a motel, per diem will be paid at the rate of $60/day. If direct billing can be arranged, motel will be paid in full.

3. When motel expenses are not necessary, meal per diem will be at the rate of $20/day. Partial day rates are $5 for breakfast, $7 for lunch, and $11 for dinner.

4. When meals are included with the cost of registration for meetings, the cost of meals will be paid in full. No per diem will be allowed.

5. No expenses will be paid for a spouse traveling to meetings. Exception: The banquet meal and the breakfast meal at the ISBA convention will be paid for spouses in attendance.

6. Out of state travel expenses will be calculated at the time such travel is approved.

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LEGAL REFERENCE:
Board Action

ADOPTED: 8/13/90
Revised: 12/9/91