

## TRAVEL POLICY

The Board recognizes the importance of conferences, conventions, seminars, and the like as a means of gaining valuable information. However, because the District operates with public funds, the Board has a duty to its constituents to maintain a high degree of fiscal responsibility. Therefore, the cost related to certain conferences and other travel related duties may be prohibitive.

Travel expenses must be justified and must align to District or building goals and initiatives. Decisions regarding travel must be made by balancing fiscal responsibility and the need for individual staff members to participate in the particular training.

### **Travel (definition):**

Any expense related to conferences, conventions, seminars, workshops or meetings, which is charged back to the District.

### **In-state Travel:**

In-state travel refers to travel within the state of Wisconsin and northern Illinois. These expenses must be pre-approved by the building principal, the business manager, and the district administrator. The appropriate account must have sufficient funds to cover the expense.

### **Out-of-state Travel:**

Out-of-state travel refers to travel outside of Wisconsin or northern Illinois. These expenses must be pre-approved by the Board. The appropriate account must have sufficient funds to cover the expenditures.

**APPROVED:**     March 06, 1991  
                  July 15, 2013  
                  **SEPTEMBER 18, 2017**