

## **Out of State Travel for Professional Development Guidelines**

As we work to develop processes that reflect our concerns for budget development, and our desire to ensure accountability for thoughtful decisions regarding out of state travel for professional development, the following procedures will apply to all requests for out of state travel:

1. Conference requests must be submitted in a timely manner to the employee's supervisor for approval and, subsequently, to the appropriate Assistant Superintendent to ensure thoughtful consideration.
2. Each completed *Conference Request Form* will include responses to the following six questions as information for review:
  - a. How is the conference aligned with existing initiatives/goals of the District, or your personal evaluation goals?
  - b. How will the information/skill acquired at the conference be shared with or benefit the District upon your return?
  - c. What is the funding source for this conference?
  - d. Are there less expensive alternatives to this conference such as in-state opportunities, trainer of trainer formats, etc.?
  - e. What contractual provisions are applicable to this request?
  - f. What is the cost/benefit analysis for this request?
3. Maintain adherence to all current District business and travel procedures regarding mileage, meal reimbursements, etc.
4. Your budget administrator will generate their recommendations in a timely manner and provide rationale for each decision to the applicant and the employee's supervisor.

May 2021