

### ATTENDANCE AT PROFESSIONAL MEETINGS

Attendance at professional meetings by District staff shall be governed by the following:

1. The application form (7.13 F2) shall be submitted to the principal or supervisor at least two (2) weeks prior to the date of the meeting. A written approval or rejection will be returned to the applicant from the Superintendent's office.
2. Attendance will normally be limited to one person from a department or building at any one meeting, except as approved by the Superintendent.
3. Automobile mileage will be reimbursed at the rate of \$ .40 per mile effective September 1, 2008, and \$.45 per mile, effective September 1, 2013, for staff use of private automobiles. Form 7.13 F1 or Form 7.13 F2 must be submitted before mileage reimbursement will be paid.
4. Actual personal expenses incurred as a result of attendance at professional meetings shall be reimbursed up to the following maximums:
  - a. Lodging - total actual cost is reimbursable. (Receipts must be submitted)
  - b. **NOTE:** Meals are only reimbursable if an overnight stay is required (due to IRS tax consequences), or as stated in Item (5).  
  
Meals are reimbursed at a total of \$25.00/day (*Receipts required*)
  - c. Total costs of public transportation shall be reimbursable, including taxi fares to and from airports, etc., and/or car rental when necessary and approved on Form 76-B.
5. Registration fee shall be a legitimate expense and totally reimbursable. When the cost of meals is included as a registration expense or if the meeting includes a banquet as a part of the program, the total cost of such is reimbursable.
6. Actual costs of tolls and parking fees are legitimate expenses.
7. Preference shall be extended to teachers or staff members not having previously attended professional meetings.
8. Professional meetings within a radius of 500 miles of Findlay shall be considered an appropriate request. Those requesting permission to attend meetings outside that limitation may expect to bear additional costs of transportation, except as approved by the Superintendent.
9. Attendance at professional meetings shall be authorized in accordance with the needs of the District and within the limitations of funds appropriated for this purpose. To accomplish this, the Superintendent may approve a total maximum expenditure to a given professional meeting by a staff member. Such notice shall be provided at the time the request is approved.

Adopted 1/27/97  
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