



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: ADULT CONFERENCE & TRAVEL
POLICY NUMBER: GCID
DATE OF ORIGINAL POLICY: 11/13/02

EFFECTIVE DATE: 9/2/16
DATE OF NEXT REVIEW: 9/2019
DATED: 9/2/16

I. PHILOSOPHY:

In order to keep District personnel and officials fully apprised of matters impacting upon the education of youth; and because state, county, and service agencies require the presence of school personnel and officials in locations outside District boundaries, approved conference attendance and travel maybe deemed to be in the best interests of the residents of the Shonto Preparatory School District, Therefore, the Governing Board establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Governing Board that District personnel and officials may attend approved conferences/workshops provided that funds are available in the approved department budget.

III. EXCEPTIONS TO POLICY:

The provisions of this policy do not apply to students. Student travel will be addressed in separate policies.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. APPROVAL PROCESS

1. All conferences and/or travel within the state for District personnel must be approved in advance by the Superintendent of Schools. Staff must use the form shown in the Attachment #1.
2. All out-of-state travel must be approved by the Governing Board. The exception to this rule would be those border cities, which are covered in section c.
3. Conference or travel to border town in another state shall be considered to be in state travel. For clarification purposes, the following shall be considered bordered town travel:
 - Richfield, UT
 - Blanding, UT
 - Shiprock, NM
 - Gallup, NM
 - Cortez, CO
 - Durango, CO
 - Monument Valley, UT
 - Montezuma Creek, UT
 - Farmington, NM
 - Albuquerque, NM
 - Laughlin, NV
 - Mesquite, NV
 - Las Vegas, NV
 - St. George, UT
 - Santa Fe, NM

B. EMERGENCY TRAVEL

Periodically, a meeting out-of-state may be called by an important official where it is imperative that a district or Board member attend. The locale of the meeting may not be a border city, and the timing may not preclude scheduling the visit on the Governing Board agenda. When such is the case, the Superintendent may authorize the travel, provided he/she attempts to contact the President or Vice President of the Governing Board to receive advance authorization. It is understood that the Superintendent will then schedule the conference on the next Board agenda for deliberation on retroactive approval.



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C. PREFERRED DATES OF TRAVEL & CONFERENCE ATTENDANCE

It is preferred that all working staff and attendance at workshops or conferences occur during regular working hours so as to not incur overtime or compensatory time costs to the district. Each authorization for travel or conference attendance shall be reviewed carefully and approved only if there is no reasonable alternative. While staff may feel that restricting travel or attendance at conferences on weekends may cause them undue hardships, supervisors must base their decision on the premise that the training or conference is of sufficient value to then pay overtime or compensatory time. The Board expects the Superintendent to review requests for weekend travel or conference attendance and make the final decision.

D. METHOD OF TRAVEL

All staff and Governing Board members are expected to travel as economically as possible. The following guidelines shall be the used:

- a. If traveling by car, it is expected that staff use school vehicles whenever they are available. If a school vehicle is not available, or if the vehicle's location is not convenient to the traveler, then mileage reimbursement shall be at the standard approved rate. If school vehicles are available and the staff member chooses to use his or her personal vehicle, the mileage reimbursement rate shall be \$.285 as established by the Federal Travel Regulation 41, CFR, Chapter 301 or as revised.
- b. When more than one staff member is attending the same conference or workshop, it is expected that to the extent possible, all will travel in the same vehicle. Exceptions will be allowed if the locations of the traveler's homes create distance issues or if some travelers are going or returning on different dates.
- c. For staff who attend a conference or workshop which is closer to their home than is the mileage they drive to and from work on a daily basis, there will be no mileage reimbursement.
- d. For staff who drive their personal vehicles to a conference, and the route transverses roads normally driven to from work, the mileage shall pick up at the point where the directions are different from the establishment route.
- e. The District shall reimburse mileage for staff to the destination and to a return to the Shonto Campus if the employee is then returning home and trip was also a direct route home.
- f. On all out-of-state travel where the traveler elects to use his/her personal vehicle, the reimbursement for mileage may not exceed the lesser of actual mileage or airfare to and from the destination.
- g. If the employee chooses to use a personal vehicle and a district vehicle is available, the Board will permit one business day for travel to and one business day for travel from a conference. If the distance is more than one day to get to or return from the destination. The employees will be charged either a personal day or a vacation day for each additional day of travel.
- h. The mileage reimbursement rate shall be as established annually by Federal Travel Regulations 41, CFR Chapter 301.
- i. If traveling by personal car, staff members must record the mileage from home to the conference location and return via the shortest route and must use a trip-meter for the exact mileage.
- j. If traveling by plane, tickets should be purchased at least two weeks in advance to insure the best possible rate.



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- k. If traveling by plane, the traveler must obtain quotations from at least three airlines and take the one with the lowest rate which still has reasonable time allowances. If the price is not the lowest, then the traveler must show the times that are not desirable to the Superintendent who shall make the decision.
- l. If traveling by plane, staff member/Governing Board members are expected to fly economy class.
- m. If traveling by taxi, the staff member/Governing Board member must get a receipt which is completed by the taxi driver on the spot.
- n. If traveling by some other means, the staff member/Governing Board member should attach a brief statement explaining why this mode of transportation was necessary.

E. PER DIEM ALLOWANCES

- a. The per diem daily rate shall be established by Federal Travel Regulations, CFR Chapter 301
- b. While traveling to a destination or returning home, the per diem daily rate shall be three-fourth (3/4) of the established rate.
- c. If the travel is going to be less than twelve hours but the distance traveled one way exceeds at least one hundred and twenty five miles, there shall be a mean reimbursement based upon the actual cost of the meal not to exceed the per diem for the region. Receipts must be submitted and shall be the basis for the reimbursement.
- d. No receipts are necessary for claiming the per diem rate when more than twelve (12) hours is involved.

F. TRAVEL EXPENSE CLAIM

Reimbursement expenses shall be reported promptly, accurately, and with all necessary documentation (i.e., meal receipts, taxi receipts, parking fees, etc.) Such claims shall be submitted within two weeks of return. An outstanding travel claim will automatically forfeit a request for a travel advance.

Individuals whose negligence or inattention to schedules causes additional travel expenses shall be responsible for 10% of the cost and shall not be permitted to attend another conference for one calendar year.

G. TRAVEL ADVANCES

Travel advances may be requested.

H. ACCOMODATION EXPENSES

- a. The funding source (state charter school or federal government) shall determine the lodging and per diem rates for individuals (board members, administrators, and employees).
- b. The district will reimburse the employee for accommodation expenses based upon single occupancy rates.
- c. The district understands that for many employees, sharing a room with another person of the same gender may be uncomfortable or a violation of traditional of



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religious practices. Consequently any member of the classified or certified teaching staff may elect to be registered into a room for single occupancy provided that they agree to pay 50% of the accommodation costs.

- d. The District expects the employee or Board member to find accommodations that are clean and economical. In no case shall the District pay for a deluxe suite unless there is no other room available. If such is the case, there must be a signed statement from the hotel or motel documenting the fact that a single occupancy room was not available.
- e. For Board members and administrators who have been established budget allowance for conference and travel, the district will permit the person to state and have booked a lodging preference in a geographical location, provided that the cost does not exceed the GSA government ceiling for such location as published annually. If the traveler wishes to exceed that ceiling for lodging, he or she must then pay for any cost above that published ceiling.
- f. The District will pay for room phone expenses that are necessary to the conduct of business and show on the invoice a number dialed to a District phone number.
- g. The District will not pay for movies that are billed to the room. Any such use must be paid directly by the employee or Board member.

I. DEPENDANTS ACCOMPANYING SCHOOL EMPLOYEES

As a general rule, school owned and leased vehicles are to be used only by Shonto Preparatory School employees, volunteers, and board members and are only to be used for official school purposes. In limited circumstances, however, the Superintendent may be permit a dependent of a school employee or governing board member to travel as a passenger in a school vehicle to accompany the school employee or school board member on official school business. Requests to allow a dependent to travel in a school vehicle must be made in writing to the Superintendent at the same time that a travel authorization is requested. The Superintendent may permit the dependent to travel as a passenger in a school vehicle if the Superintendent finds that allowing the dependent to do so is in the school's best interest (for instance, for morale purposes). If permitted to travel as a passenger in a school vehicle, the dependent must provide Shonto Preparatory Schools with a waiver and release of liability and must agree in writing that he or she will not operate the school vehicle unless there is an emergency situation in which the authorized operator is incapacitated due to sickness or injury and, in that event, the dependent will only be authorized to operate the vehicle for the purpose of transporting the employee directly to a medical facility for treatment. All other costs and expenses associated with dependent travel must be borne by the employee personally. The school vehicle may not be used for personal business, recreation, or any other purposes not related to the authorized travel.

J. COSTS WHICH EXCEED THE PER-DIEM RATE

There may be special occasions when a Governing Board member or employee feels obligated to purchase a meal for a dignity that would cause the daily per-diem to be exceeded. When a daily per-diem is exceeded, or if there is no per diem, since the time of travel does not meet the requirements of this policy, the individual should submit a claim explaining the special circumstances and asking for an exception to the per diem rate. The Superintendent is authorized to review the claim and recommend its approval or rejection.

K. EXPECTATIONS OF WORKSHOP/CONFERENCE ATTENDEES



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1. The Governing Board fully expects that all staff members and officials who are approved to attend a conference or workshops will show up on time, attend the vast majority of program offerings, and leave at the conclusion of the program.
 2. Once authorization for travel to a conference is approved, it is fully expected that the approved individual(s) will attend. If a person cancels due to an emergency, the Superintendent may authorize a replacement, providing that there is not additional cost.
- L. Once an individual is approved for travel, it is fully expected the he or she will attend the scheduled conference. In many cases, advance reservations for flight, lodging, or workshops fees cannot be cancelled or fully reimbursed. Anyone who suddenly cancels attendance is fully responsible for reimbursing the district. The following will be honored as exceptions.
- a. The individual has a medical emergency requiring hospitalization or a visit to the doctor or physician. In such cases, a statement from the physician is required.
 - b. There is an emergency in the family that must take precedence. In such case, the individual will write a detailed explanation sufficient to describe the family emergency. The Governing Board will serve as the review committee and either accept or reject the individual's explanation.
 - c. There is a situation in the place of employment which is of sufficient importance to require the individual to cancel his/her attendance. The Governing Board will serve as the review committee and either accept or reject the individual's explanation.

M. TIMELY SUBMISSION OF ACTION ITEMS FOR OUT OF STATE TRAVEL

The Governing Board requires that when advance notification is sent on a conference or workshop that the traveler will submit an action item for approval at the next Regular meeting of the Governing Board. Unless the conference can be documented as sending notice of the pending workshop of less than two months, the Governing board will look askance at any request for approval.

N. INVESTMENT IN TRAINING AN EMPLOYEE WHO RESIGNS FROM EMPLOYMENT IN LESS THAN ONE YEAR

Prior in attending a training, conference, workshop, or seminar, the expense of which is greater than Two Thousand Five Hundred Dollars (\$2,500)-and such training leads to specialized certification or tuition for courses, an individual who is approved must agree to remain employed by the Governing Board for a period of one (1) years after the last day of such training, conference, workshop or seminar. If the individual resigns or ceases to be employed by the Governing Board for any reason within such period of one year, then the individual shall reimburse the Governing Board for 40% of the cost of the workshop based upon a full year. The 40% payback ratio is reduced by 4% by each month employed following such specialized training. Any such reimbursement may be paid by means of installment payments and shall be evidenced by a Promissory Note executed prior to attendance at the training, conference, workshop, or seminar.

O. GOVERNMENT LICENSURE AND INSURANCE COMPANY ENDORSEMENT

No employee shall be permitted to operate a school vehicle until he or she has a government license issued by the Administrative Assistant to the Director of Operations and



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has be screened and approved by the district insurance..

VII. DELEGATION OF AUTHORITY

- A. The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.
- B. Each school principal is a responsible for communicating this policy to all staff under his/her jurisdiction

VIII. REPORTS:

Staff members who attend a conference or workshop where specialized training is provided are expected to submit a brief report to his or her supervisor and many be asked to provide training to other staff members.

IX. FORMS:

Conference/Work shop request Form (see attachment 1)
Promissory Note (See attachment 2)

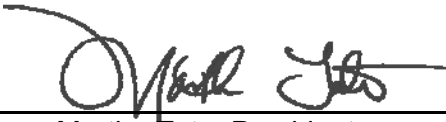
X. EXPIRATION DATE:

This policy expires three (3) years after its acceptance, unless reapproved.

XI. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 9/2/16
Superintendent

Approved: September 2, 2016

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.