WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

STAFF CONFERENCE AND TRAVEL

A. Procedure to Request Approval for Attendance at an Educational Conference, Meeting or Workshop

1. A Request for Approval of Conferences, Meetings and Workshops and Expense Reimbursement form must be completed in My Learning Plan (MLP) and submitted at least two (2) weeks prior to the start of the event. The form must be completed even if no expenses are estimated. Indicate with the notation "No expense estimated." (See attached Form and Board Policies 5180 and 5190).

2. Approval must be obtained from the immediate supervisor, the Authorizing Administrator and the Deputy District Superintendent.

B. Administrative Guidelines

1. Attendance at educational conferences will normally be limited to New York State.

2. Attendance at educational conferences out-of-state requires prior approval of the District Superintendent of Schools and must be submitted 30 days prior to the event.

3. Conferences in foreign countries will normally not be approved. Any exception requires prior approval of the District Superintendent.

4. For approved out-of-state conferences to which the employee chooses to drive his/her own vehicle, the expense reimbursement will be limited to the mileage reimbursement rate or coach airfare from Albany, New York to the conference city, whichever is less.

Approved/Revised: 9/06/05
Revised: 5/7/19