CONFERENCE ATTENDANCE AND/OR TRAVEL

The Franklin-Essex-Hamilton BOCES pays the reasonable expenses (including fees, meals, lodging, transportation costs and/or registration charges) incurred by employees in attending workshops, seminars, conferences and other professional improvement sessions when such attendance has been given prior approval by the District Superintendent.

REQUEST FOR APPROVAL OF CONFERENCE ATTENDANCE AND/OR TRAVEL (AP-4)

Employees must submit a completed Request for Approval of Conference Attendance and/or Travel form to their Administrator/Supervisor at least thirty (30) days prior to the date of anticipated travel if at all possible. A separate form is required for each staff member requesting approval of conference attendance and/or travel. A fully executed copy of the Request for Approval form will be returned to the employee if authorized by the District Superintendent. Such prior approval is required for all conference attendance and/or travel to be made at the expense of the BOCES, as well as all conference attendance and/or travel involving students even if there will be no direct expense to the BOCES.

OVERNIGHT AND/OR OUT OF STATE STUDENT TRAVEL MUST BE APPROVED BY THE BOARD OF EDUCATION. REQUESTS OF THIS TYPE MUST BE SUBMITTED IN SUFFICIENT TIME TO RECEIVE BOARD CONSIDERATION. THE BOCES BOARD MEETS ON THE THIRD THURSDAY OF EACH MONTH.

In no instance can travel or conference attendance by instructional staff and/or students be made without this prior approval.

Upon return from the approved conference attendance or travel, employees are expected, upon request, to provide an evaluation of the conference or trip and to report information and knowledge that might benefit the BOCES. At the discretion of the Administrator/Supervisor, the employee may be requested to provide a brief written report and/or make an oral presentation to fellow staff members.

Employees who wish, may request a travel advance in connection with attendance at approved conferences and activities with projected expenses in excess of $25.00. The Request for Travel Expense Advance (which is on the reverse side of the Request for Approval of Conference Attendance and/or Travel form), must be completed for employees requesting a travel advance. Upon return from the authorized travel, an Expense Voucher must be completed and supported by appropriate documents such as the hotel bill, registration receipt, etc. The payment will be reduced by the amount of the advance, or, in the event the advance is more than the amount due, the excess must be returned to the District Treasurer by personal check.
**Expense Voucher (AP-17)**

If the conference attendance and/or travel is authorized by the District Superintendent, an expense voucher will be returned with the Request for Approval of Conference Attendance and/or Travel form. Instructions for completing the expense voucher are provided on the form. Signed vouchers must be submitted even if no expenses are being claimed or travel was cancelled.

**Conversion of Travel Expense Funds**

In instances where there is travel to Canada and expenditure of funds in Canada, it will be necessary to have a receipt from the bank for exchange of American money to Canadian money, and Canadian money to American money in order to satisfy auditing requirements.

**Mileage Reimbursement (AP-20)**

All BOCES employees who are regularly scheduled to work in more than one school and who will travel in their own vehicle, will be reimbursed by the rate published by the I.R.S. in January or the rate that is generally available to state employees, whichever is greater, exclusive of the distance between home and the assignment. Upon the approval of the District Superintendent, employees will be provided a supply of mileage claim forms (AP-20). Employees must complete the Mileage Claim form on the last working day of each month even if no mileage has been incurred and forward directly to the Administrator/Supervisor for processing. An audited copy of the mileage claim will be returned with the reimbursement check.

**N.B.** Prior approval is required for travel to destinations other than the regularly scheduled assignments of the employee.