

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0351**

### **School Board Organization**

#### **School Board Travel**

Travel and accompanying expenses may be authorized by a majority of the Board of Education for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the Business and Finance Office an itemized account of anticipated expenses and may request and receive an advance for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Business and Finance Office within the next two weeks.

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.