

POLICY

No. 3050

Page 1 of 2

TRAVEL EXPENSES, CONFERENCE/BUSINESS

Subject to the conditions set forth below, employees may travel at BOCES expense for the purpose of conducting BOCES business or otherwise furthering BOCES interests.

Two types of trips are authorized:

- a. Business Trips
- b. Conference Trips

A business trip occurs when an employee, acting in BOCES behalf, travels to a place away from his/her regular work station for the purpose of planning programs, negotiating or implementing agreements with outside agencies, securing approvals, providing shared services, supervising or inspecting work in progress, making financial arrangements, recruiting prospective employees, supervising BOCES students, or obtaining advice and information. A business trip may be local or otherwise.

A conference trip occurs when an employee, to broaden and strengthen his/her on-the-job knowledge and skills, travels to a place away from his/her regular work station for the purpose of attending or participating in a conference, convention, seminar, workshop or school sponsored by a recognized professional association. A conference trip may be local or otherwise. A "recognized professional association" is a group recognized as such by the Board or by the District Superintendent.

Trips of any nature must be submitted in advance to the employee's supervisor for consideration and/or approval. Conference trips and out-of-state business trips must be submitted in advance, and in writing, to the District Superintendent, or his/her designee, for approval, which may be granted or withheld in his/her sole discretion.

Approval of requests for authorization to attend conferences by BOCES Board members shall be prerogative of the Board.

Adopted: September 8, 1975
Ratified: October 13, 1975
Amended: May 16, 1983

Conference and business trips shall be approved only within the limits of budgetary allocation.

Only reasonable and necessary expenses are authorized. Employee claims for reimbursement of travel expenses must be supported by appropriate receipts.