

CONFERENCE EXPENSE REIMBURSEMENT

The Board of Education recognizes that all staff members are expected to engage in activities that maintain, enhance and update their skills. For this reason, the district supports a variety of staff development programs, including conference attendance.

Staff members who attend professional conferences may be reimbursed for all allowable expenses, in accordance with administrative regulations (6830-R), provided that:

- The immediate supervisor has given prior approval;
- If expenses will exceed \$500, the Superintendent has also given prior approval;
- The district's cost does not exceed the budgetary allocation;
- The expenses are reasonable, customary, and directly related to the conference attended;
- Appropriate documentation and original, dated, itemized receipts are submitted.

Great Neck Public Schools

Adopted: 3/21/05

Amended: 5/09/05