

**Monroe County Intermediate School District**  
**Bylaws & Policies**

**3440 - TRAVEL AND CONFERENCE EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Prior Board approval is required for all travel by a Board member or a staff member which is out of state and which includes an overnight stay. The Board member or the staff member must submit a pre-travel authorization form detailing the estimated expenses for Board approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Prior Board or Board designee approval is required for travel by a Board member or a staff member which is in state and which includes an overnight stay. The Board member or staff member must submit a pre-travel authorization form detailing the estimated expenses for Board or Board designee approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Department Head approval is required for in-state and out-of-state travel that does not include an overnight stay and the Department Head shall approve related travel and conference expenses per the administrative guidelines.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

M.C.L.A. 380.1217, 380.1254, 380.621(a)

Revised 9/21/04

Revised 2/15/05

In the interests of the economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof be standardized whenever consistency with educational goals can be maintained;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C. where the requisitioner has recommended a supplier, the Assistant Superintendent of Business may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D. upon the placement of a purchase order, the Assistant Superintendent of Business shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase and type of purchase that shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, installment payments, entering into lease-purchase agreements, or lease with an option to purchase provided the contract sets forth the terms of such a purchase.

M.C.L.A. 380.623a, 380.1267 et seq.

Revised 11/20/01

Monroe County Intermediate School District  
Bylaws & Policies

**4440 - TRAVEL AND CONFERENCE EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Prior Board approval is required for all travel by a Board member or a staff member which is out of state and which includes an overnight stay. The Board member or the staff member must submit a pre-travel authorization form detailing the estimated expenses for Board approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Prior Board or Board designee approval is required for travel by a Board member or a staff member which is in state and which includes an overnight stay. The Board member or staff member must submit a pre-travel authorization form detailing the estimated expenses for Board or Board designee approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Department Head approval is required for in-state and out-of-state travel that does not include an overnight stay and the Department Head shall approval related travel and conference expenses per the administrative guidelines.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.621(a)

Revised 9/21/04

Revised 2/15/05

## **Board Conferences, Conventions, and Workshops**

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Prior Board approval is required for all travel by a Board member which is out of state and which includes an overnight stay. The Board member must submit a pre-travel authorization form detailing the estimated expenses for Board approval. The Board member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Prior Board or Board designee approval is required for travel by a Board member which is in state and which includes an overnight stay. The Board member must submit a pre-travel authorization form detailing the estimated expenses for Board or Board designee approval. The Board member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

M.C.L.A. 380.621(a)

Revised 9/21/04

Revised 2/15/05