

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Out of State Travel

Series: G63A

Reference: W.Va. Code §18-5-4; Kanawha County Board of Education Policy G12

Issued: January 22, 1999

Revised:

Revision Number:

63.01 Purpose. These Administrative Regulations are to be used by the Superintendent in deciding whether an out-of-state travel request should be denied or brought to the Board for consideration.

63.02 Student Related Trips. All out-of-state travel associated with student related activities will be considered by the Board and are not included within the context of these regulations.

63.03 Number of Trips. No employee shall attend more than one out-of-state conference or seminar per year, unless such conference or seminar is required by the state or for required certification. Evidence of such requirements shall be provided to the Superintendent and to the Board prior to approval.

63.04 Length of Trips. Out-of-state travel for any individual exceeding five days per school year is strongly discouraged by the Superintendent. The Board shall be informed of previous out-of-state travel during the fiscal year for each individual prior to granting approval for the trip.

63.05 Preferences. Special courses or subject specific seminars with clearly defined learning outcomes which have a direct application to the attendee's daily work shall be given preference over generic group meetings and conferences.

63.06 Number of Attendees. Attendance at generic conferences or meetings are generally limited to no more than five people and the Superintendent and/or the Board will select the attendees if more than five wish to attend. If more than five employees wish to attend such a conference or meeting, such employees shall provide justification to the Board.

63.07 Outside Funding. Specifically-designed educational trips funded by CASE partners or special local business incentives will be given priority by the Superintendent and the Board.

63.08 In-House Seminars. If there are course specific seminars which more than six employees wish to attend, the Superintendent will determine whether or not it is feasible and more cost efficient to

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contract with the training organization to offer such training in Kanawha County, West Virginia, rather than sending the group to the seminar.