

Conference Travel Policy

7.21
(11-28-01)

Windham School District employees have many opportunities to increase professional competency by attending local, state and national conferences or workshops. Participating in professional conferences and workshops allows district employees to acquire information pertinent to current developments in educational programs. Justification for conference attendance is enhanced when the participant plans to share conference information with school district associates through unit or regional workshops, staff development training, papers, or group discussions.

Special Consideration for Teachers and Principals

7.21-1

Specific needs of staff or programs may be used to determine that a teacher or principal shall attend a specific conference. In such cases, a specific need may be identified by a school district instructional or administrative officer. The respective administrator shall express this request to the Regional Assistant Superintendent or Division Director. If a conference request is approved or disapproved, the teacher or principal shall be notified by the Regional Assistant Superintendent, Division Director, or appropriate supervisor.

Financial Aspects of Conference Attendance

7.21-2

Approval of conference attendance request shall be subject to availability of funds.

If a WSD employee is requested to attend a specific conference by an appropriate supervisor, the expenses shall be paid according to the conference and travel expenditure policies of Windham School District. A conference request, for which the employee pays expenses, may be submitted for consideration.

Personnel applying for conference attendance shall give careful consideration to the conference selection. After reaching a decision, the employee may apply for one conference to be held during the school year, September 1 through August 31.

Each applicant shall be responsible for reviewing and evaluating all travel policies dealing with conference attendance as established by Windham School District before making application.

The review shall include policies and regulations pertaining to travel, room, meals, car rental fees, and conference registration fees.

The following items are exceptions to the one-conference aspect of this policy:

1. Additional conferences as directed and approved by the Superintendent of Schools, Deputy Superintendent, Division Director, or Regional Assistant Superintendent.

2. Conference attendance expenses, which are paid by an agency other than the Windham School District or Texas Department of Criminal Justice. However, all conference attendance requests must be approved by the appropriate Division Director or Regional Assistant Superintendent.

General Procedure for Application for Conference Attendance

7.21-3

All regional conference requests shall be submitted directly to the Regional Assistant Superintendent.

All conference requests for administrative offices shall be submitted to the appropriate Division Director. The employee shall complete the form, Application for Conference Attendance. The application form shall be accessed through the SYSM E-Forms. To obtain the E-form, the employee shall:

- 1.Long onto TDCJ telex system, EMS (e-mail).
- 2.Select 4.4
- 3.Tab down to CONFATTEND (Conference Attendance).
- 4.Type "S" to select, then press enter.
- 5.Tab and type required information through the field of the document.
- 6.Press enter.
- 7.Print a hard copy for personal records.
- 8.Using "Alt3" to format appropriate field, insert the e-mail address of the recipient. Press enter.
Verify the correct e-mail address. Type SEND in the command field. Press enter.

A copy of the literature describing the conference or workshop shall be available for review by the supervisor as requested. All conference request applications shall be submitted to the employee's immediate supervisor. The request shall be submitted to the appropriate supervisor thirty-days prior to in-state conferences. Out-of-state requests shall be submitted sixty-days prior to the conference and shall be approved by the Superintendent of Schools.

The appropriate supervisor shall indicate approval or disapproval of the conference request via the E-form reply. The Regional Assistant Superintendent or Division Director shall approve or disapprove the request by inserting a typed name in the E-form field. The E-form shall be returned to the supervisor of the employee via e-mail. The supervisor shall retain a copy of the returned E-Form application. In addition, the Regional Assistant Superintendent or Division Director shall mail a hard copy of the signed Application for Conference Attendance to the employee.

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