

KILLEEN INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL

To help promote quality education in Killeen ISD schools, administrative leaders, teachers, and other District employees are encouraged to participate in professional conferences, developmental activities, District business travel, and other similar events (hereafter, conferences) which provide opportunities to acquire knowledge, learn from and network with other state and national educational leaders, and keep abreast of new educational developments. **Before** employees make travel arrangements or register for conferences, the Request for Professional Leave and Transportation Form must be completed and approved by the appropriate supervisor(s) in the District finance software.

Employee Travel

When District money will be used or when personnel will be out of the District for one-half (1/2) day or more, a Request for Professional Leave Form must be submitted prior to the date of travel. [See Board Policy DEE (Local): *Compensation and Benefits – Expense Reimbursement*, for details concerning reimbursement, per-diem, etc.]

- All professional leave must be approved by the supervisor prior to the professional leave date. The form must be accompanied by an outline of the workshop schedule.
- Lodging rates for United States cities are based on the Federal Government's General Services Administration domestic per diem rates. The in-state per diem rates and mileage rates are published annually by the Purchasing Department and are effective January 1st each year. Out-of-state rates are listed at www.gsa.gov/perdiem.
 - o Note: Rates vary at some locations and are listed by seasonal dates. Select the rate that applies to the date of travel.
- If lodging is not available at the maximum lodging per diem rate for a travel location, campus or department travel approval authorities may authorize the lodging cost for that location or use of the hotel hosting the conference attended.
- KISD employees will not be required to share rooms. When two or more employees are traveling to the same conference, workshop, training, or some other official meeting, each employee will be authorized to have an individual room unless the employees voluntarily agree to share a room.
- Employees will not be required to stay in lodging that is in perceived unsafe areas at a travel location even if staying at a safer location will cause the maximum per diem rate to be exceeded. The campus or department travel approval authorities must approve this change.
- Mileage reimbursement is at the rate approved by the Internal Revenue Service (IRS) (check with Purchasing Services for current rates.) Private vehicles may be used or a District vehicle may be requested; however, District owned vehicles will not be taken out of state. Vehicles rented through the District-approved car rental vendor may be taken out of state.
- The Transportation Services Department publishes the in-District mileage rate chart. Reimbursement will be made using the shortest distance between two locations as determined by this chart.

- The meal allowance for out-of-state travel is the current Federal Joint Travel Regulations (check with Purchasing Services for current rates.)
- Workshop participants are expected to attend the entire conference; leaving prior to its conclusion should be a matter of emergency and approved in advance by the supervisor whenever possible.

Conference Attendance

Participation in conferences shall be administered according to the following guidelines:

1) General Guidelines

- a. In order to minimize expense, District personnel shall strive to take advantage of conferences conducted within the state of Texas. When conferences are scheduled for multiple locations, District personnel should attend at the nearest geographical site when this minimizes expense and accommodates scheduling concerns. When multiple conference participants are traveling to the same location, the use of District vehicles for carpooling is recommended.
- b. District personnel shall strive to broaden the collective knowledge base of a school or division and avoid duplication of provided information through carefully selected attendance at conferences.
- c. Individuals who have key leadership responsibilities, who need to keep current on new information, or who are in positions to provide post-conference services to the District, shall receive priority consideration as travel and conference requests are reviewed.
- d. Individuals elected to national offices or who are invited by conference committees to participate as speakers or discussion group leaders shall receive priority consideration as travel and conference requests are reviewed.
- e. Conference participants are expected to share materials and ideas with co-workers through appropriate staff development opportunities.
- f. When a conference attracts several people from the District, the appropriate Deputy Superintendent and/or Assistant Superintendent(s) shall compare the costs, advantages, and disadvantages of conference attendance with the costs, advantages, and disadvantages of bringing the program/presenters to the District. The Deputy Superintendent and/or Assistant Superintendent(s) will then decide which option is more feasible and act accordingly.
- g. No funds (to include state and/or federal grant funds) shall be used for travel expenditures of non-district staff, such as spouses. The District shall not allow any "family-friendly" travel expenditures, such as dependent care travel costs, with federal grant funds.

- h. Out-of-state trips using Title I, Title II, or Title III funds must be submitted for approval with the Every Student Succeeds Act (ESSA) Consolidated Application. Trips using these funds must be approved in advance by the Texas Education Agency. Without that approval, these funds may not be used for out-of-state trips.

2) Participation and Selection

When any professional employee is released from duties, no matter whether or not a substitute is used, the approval of the immediate supervisor is required. In the case of local situations, such as local workshops or committee meetings, no Request for Professional Leave form needs to be completed and the immediate supervisor can give the necessary approval or disapproval. However, an Absence from Duty form needs to be completed and submitted to the appropriate supervisor when substitute teachers are used.

a. School Administrators

1. School Administrators may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. School Administrators are encouraged to attend conferences which will facilitate professional growth and achievement of the school's improvement plans and goals.
3. When requesting to attend a conference, a School Administrator shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.
4. School Administrators may use up to four (4) professional leave days during the school year when students are present. The Executive Director(s) may grant additional days when participation in an event is critical or mandated by program expectations.

b. District Administrators

1. District Administrators may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. District Administrators shall attend conferences as determined by District needs and critical issues, while staying within budget limitations. Conference attendance shall be coordinated by the appropriate Deputy Superintendent and/or Assistant Superintendent(s), who will also ensure that any affected department retains adequate coverage at the District.
3. When requesting to attend a conference, a District Administrator shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisory administrator for approval at least two weeks in advance of departure.

c. Classroom Teachers

1. Classroom Teachers may attend no more than one (1) out-of-state conference every other year, unless excepted under Section 3.
2. Classroom teachers' attendance at conferences when their students are present in the school is not encouraged and should be closely monitored and limited. In order to determine better ways to deliver both mandatory and voluntary professional development without sacrificing valuable instructional time, teachers shall be limited to a total of four (4) professional development days during the instructional calendar year.
3. Teacher conference travel shall be approved and allocated based on the teacher's school responsibilities in relationship to the school's needs, goals, and improvement plans.
4. The teachers' campus principal may grant additional days when participation in an event is critical or mandated by program expectations, or by law.
5. University Interscholastic League (UIL) competitions will not be counted as professional development leave.
6. When requesting to attend a conference, a classroom teacher shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor(s), for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.

d. Auxiliary/Non-Exempt Personnel

1. Auxiliary/Non-exempt personnel may attend no more than one (1) out-of- state conference every other year, unless excepted under Section 3.
2. Auxiliary/Non-exempt personnel's attendance at conferences when their students are present in the school is not encouraged and should be closely monitored and limited. In order to determine better ways to deliver both mandatory and voluntary professional development without sacrificing valuable instructional time, Auxiliary/Non-exempt personnel shall be limited to a total of four (4) professional development days during the instructional calendar year.
3. Auxiliary/Non-exempt personnel's conference travel shall be approved and allocated based on the employee's school responsibilities in relationship to the school's needs, goals, and improvement plans.
4. Auxiliary/Non-exempt personnel's campus principal may grant additional days when participation in an event is critical or mandated by program expectations, or by law.

5. When requesting to attend a conference, Auxiliary/Non-exempt personnel shall submit all required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate supervisor(s), for approval at least two weeks in advance of departure. Out-of-state travel also requires the approval from the respective Executive Director.
6. Auxiliary/Non-exempt personnel will be compensated for all time worked during the conference to include travel time. Compensated time will include all time worked performing job related duties, attending sessions, working breaks, and working meal times. Compensated time will not include non-working meal times, hotel stay, and non-working breaks.

3) Exceptions

Exceptions to the above guidelines must be approved in advance by the appropriate Deputy Superintendent and/or Assistant Superintendent(s) in order to receive funding and professional leave.

- a. District personnel must follow the procedure below in order to request an exception.
 1. The individual writes a request letter, addressed to the appropriate Deputy Superintendent and/or Assistant Superintendent(s) and immediate supervisor, which includes:
 - A. a list of previous conference attendance for the current year.
 - B. a description of the critical components of the requested conference (narrative form or detailed conference brochure).
 - C. an explanation of the reasons which make it necessary for the individual to attend this conference with connections to the current District or Campus Improvement Plan goals and objectives.
 - D. a Professional Leave Request Form with estimated costs.
 - E. the individual's signature, with the date.
 2. The individual submits the written request and all other required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the immediate supervisor for approval signature, with the date.
 3. The supervisor submits the individual's written request and all other required documents (see Administrative Procedure V-C, *Travel – Reimbursement Procedures and Forms*) to the appropriate Deputy Superintendent and/or Assistant Superintendent(s) for consideration.
 4. The Deputy Superintendent and/or Assistant Superintendent(s)
 - A. Makes a decision regarding the request, based upon the criteria in Section (3)-b below.

- B. Notifies the individual by returning a signed copy of the APPROVED or DISAPPROVED Professional Leave Request Form to the individual.
- b. The Deputy Superintendent and/or Assistant Superintendent(s) will consider the following criteria upon receipt of a request for an exception.
 1. Conference attendance is at the request of the District Board of Trustees or the Superintendent's office.
 2. Conference attendance is required due to a particular program or grant.
 3. Conference attendance meets other critical District needs.

4) Travel Arrangements and Expenses

a. Documentation

1. See Board Policy DEE (Local): *Compensation and Benefits – Expense Reimbursement*.
2. Administrative Procedure V-C, *Travel - Reimbursement Procedures and Forms*.
3. Additional details are found in the Administrative Procedure III-V, *Purchasing Guidelines* and in the Purchasing Manual.

b. Registration

1. Pre-registration for conferences shall always be done if there is a savings to the District. The Professional Leave Request form should be sent to the appropriate Executive Director and Assistant Superintendent prior to the conference in order to take advantage of the early registration rate.
2. Meals covered in registration costs and/or meals provided with the event will not be reimbursed through per diem. Registration for and attendance at special sessions or pre-conference workshops shall be included in the registration payment if approved by the appropriate supervisor, Deputy Superintendent and/or Assistant Superintendent(s).

c. Travel

No more than one (1) day each way will be allowed for travel to and from a conference. When personnel choose to take more than one (1) day allotted to travel to or from a conference, vacation or non-contract time must be used. This time limit can be excepted by the appropriate Deputy Superintendent and/or Assistant Superintendent(s) when extenuating circumstances exist or when it is cost.

DATE: May 2020
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CONTACT: Assistant Superintendent of Learning Services