

***Policy Type: Governance Process***

**Travel Policy and Procedures for FPS Board Members**

**TYPES OF TRAVEL AND APPROVAL PROCEDURES**

**Regular Association Conferences**

Members are encouraged to attend the State and National School Boards Association conferences.

All Board members are encouraged to attend the North Dakota School Boards Association law seminar and annual conference each year. In compliance with NDCC 15.1-09-32, newly elected Board members must attend the New Member Seminar offered by the North Dakota School Boards Association at the annual conference. Members should work with the Board Secretary to complete their registration and travel plans within the time deadlines given by the Board President.

Board members may attend the annual National Schools Boards Association conference in year one through year three of a term. Exceptions can be made by the Board President. Members should work with the Board Secretary to complete their registration and travel plans within the time deadlines given by the Board President. In year four of a term, Board members may attend the annual conference by personally assuming all associated costs.

**Specific Association Conferences**

Members are encouraged during their term of office to consider attending one or more of the specialized conferences that the National School Boards Association coordinates.

Board Members interested in attending any specific conference must submit a Request to Attend Professional Meeting form to the Governance Committee. Once approved by the Governance Committee, they should work with the Board Secretary to complete their registration and travel plans within the time deadlines given by the Board President. Travel forms will be filed for future reference.

As a general guideline, the number of attendees to a specific conference will be limited to up to 3 members at a time, with the exception of the National School Boards Association annual conference. If more than 2 or 3 members are interested in attending a specific conference, members who have never attended the specific conference in the past will have priority for consideration over those who have attended that specific conference before.

As a general guideline, a member will normally be approved to attend only one specific conference in any given school year.

#### Board Directed Travel

From time to time members may be asked to travel for specific Board business such as: superintendent searches, advocacy work, policy governance training, and educational conferences not hosted by the School Boards Association.

When the Board has requested one or more of its members to travel for a special purpose, the President will ask for volunteers and, depending upon the number of interested members, will either approve them or have the Governance Committee determine which of the interested members will be approved for travel. Once members have been approved for travel they should work with the Board Secretary to coordinate their travel plans within the time deadlines given by the Board President.

#### Administration Requested Travel

From time-to-time members may be asked by the administration to travel and help represent our district at meetings and or conferences.

When the administration has requested one or more Board Members to travel for a special purpose, the President will ask for volunteers and, depending upon the number of interested members, will either approve them or have the Governance Committee determine which of the interested members will be approved for travel. Once members have been approved for travel they should work with the appropriate member of the administrative team and the Board Secretary to coordinate their travel plans within the time deadlines given by the Board President.

#### Travel Arrangements & Travel Expense Reimbursement

Generally, expenses will be covered or reimbursed based upon the current district policies regarding expense reimbursement for district employees who travel on district business. Reimbursement will be provided for the time the member was traveling and conducting Board business.

Travel arrangements for Board members are made by the Board secretary, including air or ground transportation and hotel accommodations. If a Board member wishes to make their own travel arrangements, they will be reimbursed for their incurred expenses up to the actual expense for travel arrangements that the district would have incurred had the Board Secretary made the travel arrangements in a timely manner.

To receive reimbursement members should complete the District travel expense voucher form and submit it along with any required receipts to the Board Secretary for processing. Expense vouchers are to be submitted in a timely fashion and prior to the end of the fiscal year in which the travel occurred.

#### Travel Debriefing

Board members are expected in most cases to share a brief report on what they learned from the meeting or conference they attended. This will usually occur at a regular board meeting shortly after they have returned to the District.

It is the Board's expectation that while traveling on behalf of the District members will attend as many of the scheduled sessions or events as would be reasonably expected and complete a conference report form upon their return.

***Monitoring Method: Board self-assessment***  
***Monitoring Frequency: Annually in Second Quarter***

FARGO BOARD OF EDUCATION  
REQUEST TO ATTEND PROFESSIONAL MEETING

1. Name of Requestor \_\_\_\_\_
2. Title/Sponsor of Conference \_\_\_\_\_
3. Location and Dates of Conference \_\_\_\_\_
4. Estimated Expenses (registration, airfare, hotel, meals, ground transportation) \_\_\_\_\_
5. Have you been asked to attend/ if so by whom? \_\_\_\_\_
6. Have you attended this conference previously/if so when? \_\_\_\_\_
7. Are you aware of others interested in attending this conference? \_\_\_\_\_
8. Are there circumstances that make this conference of particular interest at this time? What do you anticipate bringing back to the district?

Signed \_\_\_\_\_ Date \_\_\_\_\_

Governance Committee Action \_\_\_\_\_ Date \_\_\_\_\_