

**TRAVEL POLICY CONFERENCE/WORKSHOPS  
ADMINISTRATORS**

Today's dynamic and rapidly changing society, with its tremendous accumulation of new knowledge and the attending obsolescence in some areas of practice make it imperative that administrators be engaged in a continual program of professional development. It is also accepted that the school district has to address fiscal realities imposed by public funding. Thus, while encouraging staff development, conference requests and reimbursement for travel will be prioritized based on the following criteria:

- Necessary and germane to job function
- Attendance as a representative of the school district and/or in the capacity as a state or national officer of the organization sponsoring the conference (i.e. AASA, NHSAA, NHASSP, NHASBO)
- Travel within the continental 48 states

Travel expenses/lodging should not exceed \$2,000. If the amount requested for travel and lodging exceeds the stipulated figure of \$2,000, and is approved by the Superintendent, he/she will notify the Board.

It is also expected that the Superintendent of Schools will exercise his/her discretion in making exceptions to this policy and in exercising appropriate judgment in approval of requests based on the above criteria, budget considerations, and previous attendance at conferences.

LONDONDERRY SCHOOL BOARD

Adopted: April 9, 2002