

POLICY

2016 5311

Non-Instructional/Business

SUBJECT: CONFERENCE EXPENSES

Section 77 of the General Municipal Law provides that the Board of Education of any school district may, by majority vote, authorize any of its members, officers, or employees to attend official or unofficial school conventions, conferences, or any school conducted for the betterment of municipal government, and provides that authorizations must be, by resolution, adopted prior to such attendance. However, the Board of Education may delegate the power to authorize attendance at such conventions, conferences and schools to the Superintendent of Schools, whose authorization shall be prior to such attendance.

Advance of monies for estimated expenditures, registration and tuition fees, travel, meals, and lodging may be made to a person duly authorized to attend a conference, convention, or workshop requiring travel expenses. Itemized vouchers must be submitted after attendance and any monies advanced in excess of expenditures must be refunded within 10 business days of attendance. Where an officer or employee fails to return such excess advance, the School District will deduct the amount of such unreturned excess advance from the salary or other money owed the officer or employee by the School District.

Historical Notes: Resolution 4.4-7 Conference
Expenses; 8/27/1974
Amended 8/24/1999
Amended 2/23/2016