



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-07.21 (rev. 1)
DATE: May 17, 2012
PAGE: 1 of 4
**SUPERSEDES: OP-07.21
November 28, 2001**

OPERATING PROCEDURES

SUBJECT: CONFERENCE TRAVEL

AUTHORITY: Texas Government Code Chapter 660; 34 Texas Administrative Code §20.301 *et. seq.*; Texas Penal Code §37.10

Reference: *Texas Department of Criminal Justice (TDCJ) Travel Guide*; OP-07.28, "Travel"

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD employees have opportunities to increase professional competency by attending local, state, and national conferences or workshops. Participating in professional conferences and workshops allows WSD 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 WSD associates through unit or regional workshops, staff development training, papers, or group discussions.

PROCEDURES:

I. Special Consideration for Teachers and Principals

Specific needs of employees 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 WSD educational specialist or administrative officer. The respective administrator shall express this request to the regional administrator or division director. If a conference request is approved or disapproved, the employee shall be notified by the principal, regional administrator, division director, or appropriate supervisor.

II. Application for Conference Attendance Form

A. Employees applying for conference attendance shall give careful consideration to the conference selection.

- B. Each applicant shall be responsible for reviewing and evaluating all WSD travel policies dealing with conference attendance before completing the application.
- C. An employee may apply for only one conference to be held during the school year, September 1 through August 31, unless one of the following exceptions applies:
 - 1. Additional conferences are approved by the superintendent, division director, or regional administrator.
 - 2. Conference attendance expenses are paid by an agency other than the WSD. However, all conference attendance requests must be approved by the appropriate principal, regional administrator, department head, division director, or superintendent.
- D. A conference or workshop that is hosted, organized, or coordinated by WSD staff does not require an approved conference attendance form. Approval from your immediate supervisor to attend the conference is still required. The WSD Division of Administrative and Business Services (Business Office) should be notified of these conferences and provided a list of participants. Note when grant funds are covering the costs. This will assist the Business Office in coding the expense correctly.
- E. If conference related costs are to be paid with grant funds and the conference is not hosted, organized, or coordinated by WSD staff, the signature of the director of the Division of Instruction is required on the conference attendance form **prior** to attending the conference.
- F. The Application for Conference Attendance form, located on the WSD share drive (WSD Public/Confattend), should include an appropriate signature.

APPLICANT	REQUIRED SIGNATURE
Unit Staff, such as a teacher, counselor, librarian, or administrative assistant	Principal
Principal	Regional Administrator
Administrative Staff	Department Head, Regional Administrator, or Division Director
Division Director or Regional Administrator	Superintendent

III. Financial Aspects of Conference Attendance

- A. Approval of the application for conference attendance shall be subject to availability of funds.
- B. Notification of upcoming conferences by department or division heads to the chief

financial officer will allow for related costs to be handled correctly as vouchers are received.

- C. In addition to the conference registration fee, an approved conference attendance form may also authorize reimbursement to the participant for other related costs such as handouts associated with the conference when it is specifically noted on the form. Items purchased at the conference without prior approval will not be reimbursed. The approved conference attendance form (when required) along with receipts must be attached to the travel voucher.
- D. 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 expenditures policies of WSD.
- E. Conference fees and related costs that are paid with grant funds require the approval of the director of the Division of Instruction on all related vouchers. If grant funds are covering the costs, this should be noted at the top of the voucher submitted to the Business Office.

IV. Registration for the Conference

- A. Once the application is approved, a requisition should be entered into the PeopleSoft financial system reflecting the following information:
 - 1. In the header comment, please include the following:
 - a. The vendor/organization hosting the conference;
 - b. The date and location of the conference;
 - c. The participant name/s; and
 - d. The name of the conference.
 - e. If you are registering online and a purchase order number is required, please note "PO # required".
 - 2. The item number to use is #686.
 - 3. The quantity will reflect the number of participant(s) attending.
 - 4. The unit of measure will reflect EA.
 - 5. The unit price will reflect the cost of the registration fee per participant.
- B. Once the requisition is approved and budget checked, the requisition is printed in the Business Office and is distributed to the appropriate purchaser. The purchaser will contact you with a purchase number, if requested in the header comment.

- C. It will be the participant's responsibility to use that purchase order number to register online. If requested, the billing address on the registration should reflect the following address:

Windham School District
Business Office
PO Box 40
Huntsville, Texas 77342-0040

- D. Once the conference is over, the vendor or organization hosting the conference will then invoice the WSD Business Office.
- E. If the participant is unable to register online and pays the registration fee out of their personal funds, the conference registration fee receipt, approved conference attendance form (if required), and related travel expense receipts should be included on the participant's travel voucher.

* Signature on file _____

Linda Goerdel
Director, Division of Administrative and
Business Services