

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 331.2
CERTIFIED STAFF**

TRAVEL REQUESTS

All requests for out-of-district travel for conferences, seminars, workshops, clinics, and/or any other travel for professional growth purposes must adhere to the following procedure:

1. A written request, approved by the appropriate administrator must be completed. The request must include a concise statement of the purpose of the travel, including a copy of the meeting agenda and other pertinent information, if available. Requests must be submitted at least ten (10) days in advance of the trip, where possible.
2. If School District or student activity funds are involved, information with respect to estimated costs and the budgetary source of the funds must also be included.
3. The request must be submitted on standard forms provided by the Carson City School District.
4. At the conclusion of the trip, payment vouchers and invoices must be submitted to substantiate payment for all incurred expenses except those per diem amounts allocated by formula.
5. Each person who uses School District funds or student activity funds for professional growth travel purposes must submit a report outlining the meetings attended and the benefits derived from the professional growth activity.

Adopted: June 11, 1985
Revised: June 2, 1999