

	<b>Columbia Public Schools Columbia, Missouri</b>	<b>PROCEDURE</b>	No.	190
			DATE	07/01/98
SUBJECT:	<b>TRAVEL</b>	REVISION NO.	1	
		REVISION DATE	07/01/10	

- A. Travel by staff members of the District is encouraged for the purpose of enhancing the efficient operation and continued development of the Columbia Public Schools.
- B. Travel must be for the purpose of attending conventions, workshops, or similar meetings. It may also be for the purpose of observation and/or consultation anticipated to benefit Columbia Public Schools.
- C. Because of the scope of their responsibilities, it is anticipated staff members with district-wide administrative responsibilities will engage in travel at the local, state, and national levels. Requests for travel by other staff members will be considered on an individual basis. Attendance by principals at regional or national meetings may be on a rotation basis.
- D. Approval of a travel request will be dependent upon the following factors:
  - 1. The scope of the staff member's responsibilities.
  - 2. The nature of the meeting and the expected benefits from attendance.
  - 3. The amount of funds budgeted for travel.
  - 4. The estimated cost to the District of attendance at a specific meeting. For example, it may be possible to approve more requests to attend a national meeting in St. Louis or Kansas City than could be approved for a meeting on the West Coast.
- E. **ALL OUT-OF-STATE TRAVEL REQUIRES AN APPROVED PROFESSIONAL LEAVE APPLICATION FORM PRIOR TO MAKING ANY TRAVEL ARRANGEMENTS** (see procedure no. 190.20).