



Provo City School District

Policy Series 6000 Finances and Operations

Policy No. 6410

Employee Travel

The intent of this policy is to govern employee travel, to ensure such travel is occurring in support of district priorities, objectives, and financial operations. Further, this policy and procedures are in place to ensure careful monitoring and justifications for using taxpayer-provided funds for educational purposes.

Employee travel may be supported by the district when the following conditions are met:

1. The travel should benefit the students served, or be critical to the continued effective operation of a district function (ALIO, for example),
2. The employee's knowledge and professional practice related to his/her assignment is enhanced, and
3. A benefit to the district is gained as the employee returns and shares the relevant concepts gained from the event to which the employee has traveled.

As a general rule, cross-country travel is discouraged due to potential excessive costs and time demands. Employee travel should be centered on the western United States whenever possible. Travel elsewhere in the United States may be considered only when the conference is unique in its nature (i.e. no similar conferences can be attended in a closer proximity) and/or if travel costs are similar to, or less than, typical costs of travel in the western United States. No employee travel outside of the Continental U.S.(lower 48) will be approved.

Additional considerations for employee travel include the following criteria:

1. Cost (transportation, hotel, meals, conference registrations). Partial coverage of travel costs by an external entity might help to get the travel approved.
2. The number of people attending from the district or from a given school/department.
3. The number of work days missed, and coverage of substitute costs. The time of the year may also be a concern based on overall availability of substitutes. (See also 5400 P5 "High Impact Days" section for additional context on this criterion.)
4. The essential nature of the travel.
5. Whether such travel is an annual event, and whether such frequent attendance is necessary in light of overall district priorities and operations.

Employee travel that impacts weekends/holidays/summers, and for which the employee elected/requested to attend, will not be compensated via pay or compensatory time. If the school/district requires such incursion into an employee's non-work days, compensation may be considered.

Employee travel will be regulated to ensure that travel requests resulting in frequent absences from the classroom/worksites will not be approved. Teaching students is the priority. For department employees, being on site to fulfill one's duty is also essential and takes precedent over employee travel. Further, while it is generally an honor for district employees to present that state and/or national conferences, such presentations are not part of the job duties of a Provo City School District employee, as such, presentations and/or attendance at conferences may be approved infrequently.

The Provo City School District Board of Education directs the superintendent to develop

procedures to manage the implementation of this policy. The procedures are expected to outline approval processes, expense allocations, reimbursement processes, in-state travel guidelines, etc. Further, each June, the board will be provided with a report on all employee travel within the district, so understanding and (if needed) further guidance can be developed and provided.

Approved by Board of Education: March 12, 2013
Revised: November 11, 2015
Revised: August 14, 2018
December 10, 2019