

Out-of-County Trips/Early Departure from the Job

When in the judgement of the superintendent it is necessary or desirable for the Board of Education personnel to attend an educational convention, conference, or other school-related activity outside the boundaries of the county of McDowell, the superintendent may grant approval.

Out-of-County Trip requests should specify those personnel applying for attendance, the nature of the trip, the dates of departure and return, the place of attendance, and the estimated cost of the attendance.

The superintendent is authorized to pay all or any part of the expenses of any personnel whom (s)he may approve attendance at any such educational conventions, conferences, workshops, school meetings, or in visitation to other systems.

The Board will allow one hour "excused time" without any type of penalty, provided it is a legitimate reason such as dental or doctor appointment and these request are not too frequent. If time is over one hour, the employee is required to take ½ day Personal Leave.

Personnel out-of-county trip requests are due to be submitted to the superintendent at least five (5) days prior to the trip utilizing the form in Appendix A.

Appendix A

Directions: This form must be completed with all appropriate signatures and attachments and submitted to the Superintendent a least one week prior to attendance at the requested meeting.

**McDOWELL COUNTY SCHOOLS
REQUEST FOR PERMISSION TO ATTEND EDUCATIONAL MEETING
(OUT OF COUNTY)**

Employee Information

Name _____
Work Site _____ Job Title _____

Meeting Information

Purpose _____ Date _____
Address _____
City _____ State _____

Tell why your attendance at this meeting is important as related to your job duties. Attach a copy of the meeting agenda, brochure, letter of invitation, or other substantiating information.

Cost Information

Are you requesting that McDowell County Board of Education reimburse your travel expenses?
_____ Yes _____ No

If yes, complete the following cost estimates

Mileage		Miles @		Mile =	\$ -
Hotel		Days @		Day=	\$ -
Food		Meals@		Meals=	
Other Costs (Explain) Tolls (Flight, cab)					\$ -
Total Estimated Cost =					\$ -

Substitute Requested _____ Yes _____ No

Funds Substitute is to be paid from: _____

I hereby attest that the requested travel is important to the discharge of my responsibilities as an employee of the McDowell County Board of Education and request permission to attend.

Employee Signature

Date

This form must be signed by your immediate supervisor indicating that he/she agrees that your attendance at this out-of-county meeting is approved by him/her.

Supervisor Signature

Date

If funds are to be provided by a special project, this form must be signed by the area administrator in charge of that project indicating that the travel is within the scope of the project and the County Treasurer or Designee to insure that the funds are fiscally sound for the purpose of this travel before it is approved.

Project

Area Administrator

Date

Treasurer/Designee

Date

The signature of the Superintendent approves attendance at the requested meeting and the expenditure of funds to reimburse travel as requested.

Superintendent

Date