

# *Travel Policies and Procedures*

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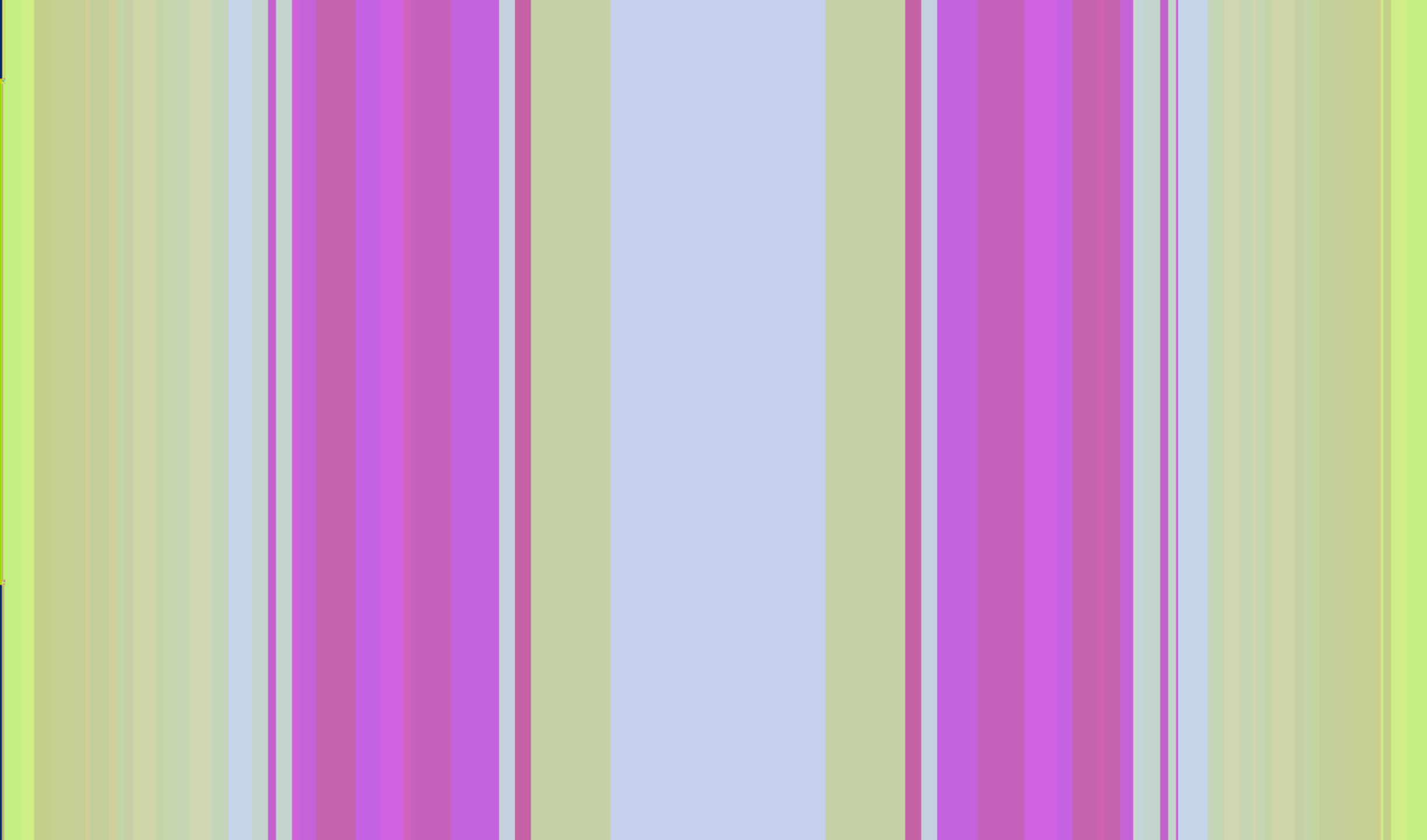
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*any travel plans being made*



*directed to the employee who made the request*

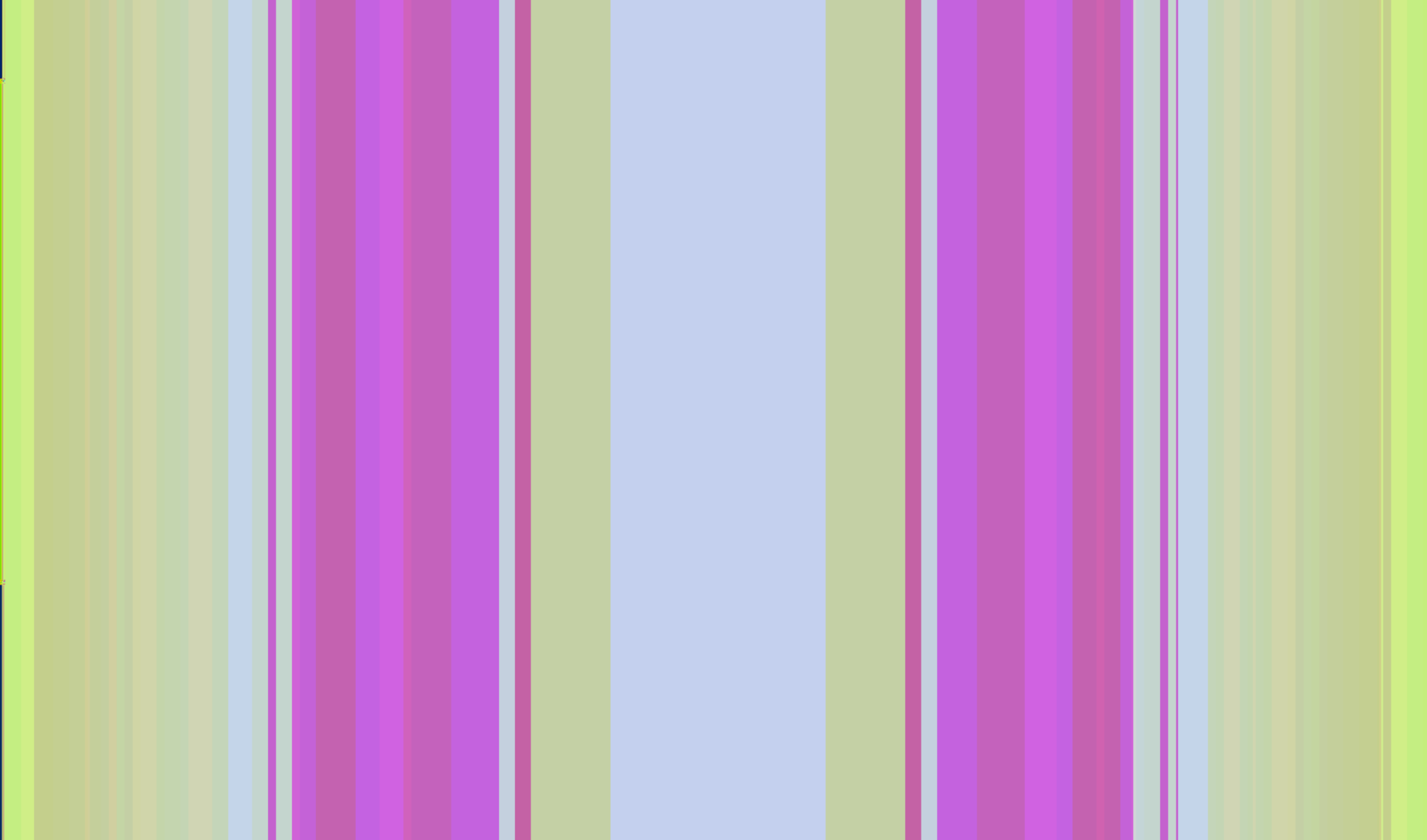


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- ! *Professional Development will only be funded for 1 regional or national conference per employee per fiscal year with available resources and Director approval.*
  - ! *Exception: may be if have own professional development funds from teaching.*
  - ! *Exception: if accompanying students on a trip.*
- ! *Only amount that was authorized will be paid*



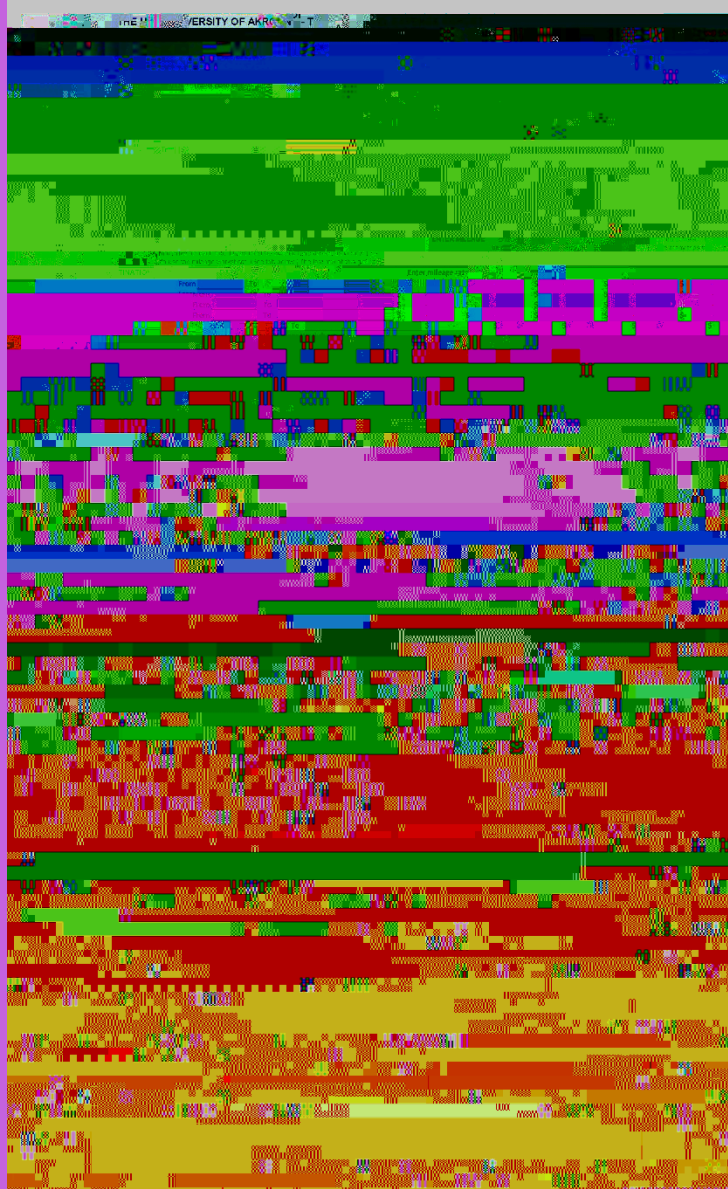
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*Best Practices*



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