

**11.3 CONFERENCE AND TRAINING POLICY**

Teachers may be called upon to attend and participate in academically-oriented conferences, trainings, seminars, workshops, and other related events. Whilst on official school business, the employee shall conduct him/herself in accordance with the policies of the Vanguard Academy Teacher Handbook and act as official representatives of the school. It is the attendee's responsibility to report back, present, and/or share all information from the event with other school employees, as directed.

**Travel and Expenses**

All pre-approved travel-related expenses shall be reimbursed to the employee by the school upon completion and submission of an official reimbursement form and accompanying receipts if expenses are not pre-paid by the school. Teachers must receive authorization from the Director regarding method of travel, class of lodging, etc. prior to commencing any official travel. Teachers who are traveling will be assigned a per diem amount for traveling expenses. See Reimbursement Policy.

Approved: 08/15/2015