

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

ADMINISTRATOR CONFERENCE/CONVENTION EXPENSE

Each administrator conference expense is limited to \$1,000.00 per year. The funds must be spent within the fiscal year beginning July 1st through June 30th. Funds cannot be combined for 2 fiscal years. All original receipts must accompany the expenditure report to be reimbursed.

When the administrator decides which conference/convention he/she will attend, a letter and conference/convention registration information must be submitted to the assistant superintendent for approval. Administrators should refrain from being absent from the building at times of importance. (Ex. testing time, prior or preceding a holiday period)

If the administrator decides not to attend the conference or does not expend maximum indicated there is no carry over. Unexpended funds remain in the pool. No course work fees are allowable using conference/convention expenses.

AD-7
7/05