

**PROFESSIONAL DEVELOPMENT
ODCTE AUGUST CONFERENCE**

All instructors, program directors, and administrative staff are expected to attend the annual Oklahoma Department of Career Technology Education (ODCTE) conference. This is usually held annually, the first of August. Attendance is necessary to learn of program changes, updates, and professional development and to execute responsibilities effectively during the ensuing year. Requests to attend by other staff will be considered upon request through their immediate supervisor to administration.

Reimbursement for travel expenses associated with the August conference will be handled differently than other Southwest Technology Center travel because of the reimbursement stipend provided by ODCTE. The ODCTE stipends are awarded on attendance at all required sessions and applicable division meetings, and paid directly to attendees.

Southwest Technology Center will compensate approved attendees a travel stipend of \$650.00 less any stipend received from ODCTE for total conference attendance. Stipends shall represent total resources available from Southwest Technology Center to attendees for transportation, meals, lodging, registration, and other related conference expenses. Partial attendance will be awarded proportionately.

On occasion, a staff or faculty member may be required to attend an earlier or later scheduled meeting in conjunction with the August conference, requiring additional time. If an additional night's lodging is determined to be required, an additional \$73.00 may be awarded if approved in advance by administration.

School vehicles may not be used for travel to the August conference.

**CROSS-REFERENCE: Policy DEE, Expense Reimbursement
Policy DEE-R, Travel and Expenses**

Adopted: June 27, 2002, as policy P-162