

<b>Policy Number:</b> PROF 002	<b>Title:</b> Training Per Diem
<b>Performance Standard:</b>	<b>Original Date:</b> 8/2006
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 6/2018

**POLICY:**

Training per diem will follow USD 418 policy for out of area trainings.

**PROCEDURE:**

1. At the request of the Head Start Director, employees may be requested to attend out of area training.
2. Per Diem will be provided for the employee. Employees should follow the districts Per Diem rates for in-state or out of state training. Kansas City, Missouri is considered to fall under “in-state” per diem guidelines.
3. Per Diem rates are provided in order to allow employees to find food in the location they are staying during the training allowing for higher costs of hotel meals, higher costs in metropolitan locations, etc.
4. If an employee chooses to use less money than granted for a meal, the leftover money will not be transferred to another meal or day. For instance, an employee will not skip breakfast to save the per diem and add for a dinner at a higher cost than granted.
5. Employees should use conservative decision making when choosing meal costs, to meet the nature of the philosophy of Head Start