

PROCEDURES FOR EMPLOYEE PROFESSIONAL DEVELOPMENT & TRAVEL

All professional development requests begin with the completion of a Professional Development Requests form. Please ensure that the form is complete with all aspects associated with the professional development filled in, such as dates, registration information, hotels, travel, mileage, meals, etc. This is used for prior approval for all of those things. Missing items may not be covered. Many items associated with professional development require advanced planning, such as early registration prices, hotel payments, etc. Please submit request forms as early as possible to ensure a smooth process.

Registration Information

- Detailed information is needed including costs. Once approved we generate purchase orders from this information. Attaching flyers, registration forms, etc is very helpful.

Lodging

- Lodging will be approved at the discretion of the administration based on location and schedule of the conference, with the general parameter of travel departures before 6:00 am will be granted overnight stay
- Employees will be asked to research costs of hotels in reasonable distance of the conference to ensure the most cost effective (based on location and availability) stay possible
- Hotel Payment Options:
 1. School Check (Preferred method when possible)
 - Once hotel is approved employee will make the hotel reservation and let the hotel know that the school will be sending a check. This will require a credit card to hold the reservation, but the card will not be charged.
 - Confirmation including cost should be sent to the central office to process the check
 - Check will be mailed to the hotel
 2. Reimbursement
 - Once the hotel is approved employee will make the reservation and will pay for reservation.
 - Upon return from travel employee will submit a reimbursement form with a detailed receipt of the hotel payment.

Contact the Business Manager if you would like assistance with the lodging process.

Transportation

- Employees attending the same conference will be asked to travel together or share transportation costs/reimbursements.
- Rental Car- In some cases administration may request employees use rental cars. The district has an account with Darlings; employees will need to arrange rentals with Darlings. Employees can check in with the school office or the central office on how to reserve a car rental once approved. Receipts for gas should be submitted upon return with a completed reimbursement form. If an employee chooses not to use a rental when requested, the mileage reimbursement will be at the rate of rental car costs.
- Mileage – Any submission for mileage reimbursement must be made on the mileage reimbursement form upon return, approved by the building principal and attached to the reimbursement form. Be aware that the mileage calculation should be from/to the school

not from your home. We use the IRS rate on July 1st of each fiscal year. Employees will be asked to travel together when attending the same conference. You may choose to take your own vehicles but in that case the mileage will be split amongst drivers. In some cases, administration may request employees use rental cars. If an employee chooses to still use a personal vehicle, the mileage reimbursement will be at the rate of the rental car costs.

- Public Transportation reimbursement will require detailed/itemized receipt turned in with a completed reimbursement form upon return from the trip. This would include bus, train, taxi, uber, etc

Meal Reimbursements

- Meal reimbursement will be on a daily rate broken down by meals depending on departure and return times. If there are meals provided at no costs to the employee at the conference and/or hotel than those meals will not be included in the daily rate. Employee **MUST** complete a reimbursement form upon return in order to receive reimbursement for the meal.

Breakfast - \$13 – When travel begins before 6:00 AM and extends beyond 8:00 AM

Lunch - \$14 - When travel begins before 11:00 AM and extends beyond 1:00 PM

Dinner - \$23 (\$33 out of state) - When travel begins before 5:00 PM and extends beyond 7:00 PM

NO receipts will be required for meal reimbursement as we are following the daily rate model, however, a reimbursement form must be completed upon return.

Other Reimbursements

- Any other reimbursements associated with a professional leave request, such as tolls, parking, public transportation must be accompanied by a detailed/itemized receipt and have prior approval. A reimbursement form must be completed with receipts attached.

These procedures are general guidelines and specific exceptions may be made by administration based on individual needs.