REQUEST FOR STAFF DEVELOPMENT FUNDS
TO ATTEND A WORKSHOP OR CONFERENCE OUT-OF-COUNTY

Approval of funding will not be given over the telephone or without the submission of the following items for review in advance:

1. “Green sheet” (Assigned Duty Elsewhere) signed by your principal.
2. This completed form.
3. A copy of the flyer, agenda or workshop announcement, with dates/times
4. Out of State travel must be School Board approved in ADVANCE. You are responsible for providing a letter of request to the Superintendent.
5. Completed Part I of the Professional Activity Plan.

*Please do not request more than one training opportunity per year from this budget (does not include your school’s School Improvement or other funds.)*

I am requesting the following costs be provided by my school’s Staff Development allocation.

(Type or print in the information for all items that are applicable.)

☐ Registration fee (basic conference cost only) is $100.00 or less and will be paid by me. I will submit a receipt for my paid registration with my travel voucher after the conference for reimbursement.

☐ Registration exceeds $100.00 (and advance notice is given) I request a purchase order be sent to the sponsoring organization. I am attaching a completed registration form. I will notify Staff Development if I need to cancel my registration.

☐ Mileage reimbursement (44 and ½ cents per mile; we must use state map mileage unless you provide a Mapquest; must carpool with other participants whenever possible)

☐ Hotel for how many nights? If applicable: Sharing room with: ____________________________

☐ What is the approximate cost per night? (Please share when applicable; you are responsible for making/canceling your own reservation)

☐ Meals (no receipts necessary for meals; payable only at state rate $6, $11, and $19 for breakfast, lunch and dinner, respectively; cannot pay actual costs.)

☐ Substitute teacher for how many days? (Fill number in the box)

☐ Are any other funds helping to pay for any expenses for this event? Source/Item to be paid:

__________________________________________ / ______________________________________

☐ Completed Part I of the Professional Activity Plan.

*Do not leave your school site without a green sheet for approval for reimbursement of expenses and substitute teacher cost. Do not leave the county for a professional conference or meeting without a green sheet signed by principal, Staff Development Director, and Executive Dir. of Administrative Services."

____________________________________________________________________________________

FOR DISTRICT USE:

APPROVED: _____YES _____NO _____ PARTIAL APPROVAL (See below)_____

COMMENTS: CODE SUBSTITUTE TO: _____-6400-750-9600-___________

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1. The district will only pay for basic conference or workshop registration fees. We cannot pay the fee for personal membership in an organization (unless included in conference registration cost) tours, banquets, or pre-conference seminars (unless approved).

2. If travel to the conference site does not exceed 2 hours, you are expected to travel the morning of the event, not the evening before, which then requires hotel costs. Hotel stays for multiple day sessions within 2 hours driving will be considered on a case by case basis.

3. **You must make your own hotel reservations, including credit card guarantee for late arrival, as needed or required.**

4. When you share a room, you should each pay ½ of the costs. At check-in, inform the hotel that you need separate receipts. You are also responsible for cancelling a hotel reservation, if you are unable to attend the conference.

5. Receipts are **not** needed for meals. (Payable only at state rate $6, $11, and $19 for breakfast, lunch and dinner, respectively; cannot pay actual costs.)

6. It is your responsibility to complete and submit the Professional Activity Plan for approval whether you wish to earn in-service points for your conference attendance or not. A review of your travel request will only be given when this form is completed. Points will be posted after receipt of your Training Follow-Up Implementation Report.

7. It is your responsibility to send us your completed pink travel voucher, necessary receipts, and conference or workshop agenda in order to be reimbursed after you return. Incomplete information will be returned. Contact your school secretary for the pink voucher and see “Checklist for Professional Travel Reimbursement.”

8. The use of staff development budget funds for paying for your substitute or travel MUST be approved in advance via Joyce Menz’s signature on the green sheet.

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**PROCEDURES TO REQUEST A PURCHASE ORDER FOR CONFERENCE OR WORKSHOP FEE EXCEEDING $100.00**

1. All paperwork listed on the previous side must be completed and approved.

2. Adequate advance notice for a purchase order must be given, at least 3 weeks ahead.

3. For fees less than $100.00, please use a credit card or pay by check. When you return, submit a receipt for reimbursement along with your pink travel voucher. Purchase orders cannot be provided for advance payment of hotel or travel costs.

4. You must provide a completed workshop registration form for us to send with the purchase order, along with the company name, address, telephone, and conference or workshop title, dates, and location.

5. **Please do not call in your workshop registration and tell them to “bill the school system.”** A purchase order must be completed and approved in advance of an invoice. A conference or workshop fee will not be paid to the company and becomes your responsibility if the purchase order was not completed in advance. This is a state audit requirement.

6. Please note and comply with the company’s cancellation policy for registration so that our district funds are not expended unnecessarily. You are responsible for canceling your registration, hotel and substitute teacher arrangements if you cannot attend the training.

Questions:

491-9888 or ext. 1248

Thank you for assisting us by following these procedures.*