

PROCEDURES FOR PROFESSIONAL LEAVE/TRAVEL REIMBURSEMENT

1. Complete the Professional Leave and Request for Purchase form. The form must be completed with detail as to where and when you are going, funding source, etc. If you are not sure of the funding source, please check with your school bookkeeper. To use a board vehicle, you must call central office and book the vehicle for the day needed. If this is not done you will have to use your personal vehicle. The travel portion of the form needs to be filled out in either case. The mileage rate is determined and set on July 1 of the current year and stays the same through the fiscal year. Travel must be estimated from your school building to the location you are traveling to. List all expenses that may occur on the Professional Leave form. Meals are reimbursed if the event is an overnight stay. The per diem rate is \$40/day. Itemized receipts must be kept and turned in for this reimbursement. If the total of the receipt(s) for a day are over \$40, you will only be reimbursed for \$40.
2. If lodging and/or registration is required complete that section of the form. Make sure the name of the company as well as quantity and price are clearly listed. Don't forget the funding source. If unsure of the funding source, get with your school bookkeeper. Turn in the completed form to the bookkeeper. Once the Professional Leave is approved, a purchase order will be entered, then given to you and hotel reservations may be made and registrations completed.
3. Upon return, collect all invoices and receipts and put with corresponding purchase order. If needing reimbursement for mileage (if used personal vehicle) and/or meals from an overnight trip fill out an F-75 (standard invoice) from the bookkeeper. Make sure to include a copy of the Professional Leave and/or any receipts. In the first column will be the number of miles/meals if relevant, the second column will be unit which will be miles/meals, the third column will need the dates of the travel as well as a short description of what the trip was. The fourth column will be the funding source and the fifth column will be used for mileage and will list the current mileage reimbursement rate and the last column is the total. Sign as the Vendor Signature and turn in to your building bookkeeper. Reimbursements are disbursed as a check after the next monthly board meeting.
4. Round trip mileages to the following most traveled to places are as follows

Crossroads Elementary 12 miles

Mt. Sterling 30 miles

Morehead 44 miles

West Liberty 89 miles

Lexington 100 miles

Carter Caves 100 miles

Ashland 144 miles

Frankfort 175 miles

Louisville 250 miles