Pleasant Hill School District No. 1

# IN-SERVICE APPLICATION

APPLICATION FORM MUST BE SUBMITTED TO YOUR ADMINISTRATOR
**TWO WEEKS PRIOR** TO TIME REQUESTED TO BE ABSENT.

## Procedures:

1. Complete In-Service Application and submit to your Administrator for proper approvals.
2. **After receiving your approved In-Service application back, the attending employee should register for the conference and make any reservations necessary (unless arrangements have been made for the District Office to complete the reservations).**
3. When attending the conference:
   A. Save a copy of the conference agenda to submit with expense claim after returning from conference.
   B. Save lodging, parking, and registration receipts for submission with expense claim. If the conference is more than one day, save all ITEMIZED FOOD receipts and credit slips for submission with expense claim.
4. Complete an Expense Claim Form for items paid for out-of-pocket and submit receipts within one week of returning from the conference.

CONFERENCE OR COURSE WORK CRITERIA: circle appropriate number(s).
1) Conference or course is consistent with the District's long range/strategic plan for improving student learning;
2) Consistent with the District's Consolidated School Improvement Plan for improving student learning; and/or
3) Consistent with school-based plan for improving student learning.

**Name**_____ **Application Date**_____

**Name of Activity**_____

**Location of Activity**_____

**Date(s) of Activity**_____ **Substitute days needed**_____

**Mileage to Activity** (or the Oregon border) _____

**Registration Fee** _____ ☐ **DO to Register, Purchase Order Request attached**

**Lodging Costs** (if required) _____ **Estimated Mileage Costs** _____

**Estimated Meal Costs** _____ (*will only reimbursed if the conference is more than 1 day AND an itemized receipt is provided)

**Other Estimated Expenses (Itemize)**_____

**Describe briefly what you expect to gain from this program and the educational benefits that your participation will be to other teachers and to the students:** _____

_____

**Funding Source:** ☐ **General Fund, function** _____ **or In-Service Type** _____
☐ **Special Fund** _____
☐ **If funded from another source, please specify and include billing information:** _____
_____.

**Approved** _____ _____
Administrator's Signature Date

District Office Use Only

**Approved** _____ _____
Superintendent's Signature Date

_____ ☐ **No Billing** ☐ **Claim against Fund** _____
**Fund to use for In-Service Expenses** ☐ **AP or PR Bill to** _____

**If rejected, reason(s)**_____

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Include all anticipated expenses. Meals cannot be claimed for 1-day conferences or for the meals already provided by the conference.

If the district office is paying for the registration by check or credit card, please attach a purchase order to the in-service application along with any other information needed to complete your registration.

**Registration Fee** _____ ☐ **DO to Register, Purchase Order Request attached**

**Lodging Costs** (if required) _____ **Estimated Mileage Costs** _____

**Estimated Meal Costs** _____ (*will only reimbursed if the conference is more than 1 day AND an itemized receipt is provided)

**Other Estimated Expenses (Itemize)** _____

If possible, completed 30 days prior to conference. It can take time to get all the approvals. Your building Principal needs to sign it.

NOTE: Application MUST be submitted at least two weeks prior to conference.

**Approved** _____ _____
Administrator's Signature Date

QUESTIONS?
Contact Becky Johnson, Accounts Payable Specialist
Phone: (541) 736-0799 or Extension 199
Email: bjohnson@pleasanthill.k12.or.us
Schedule: Monday – Friday, 8:00am – 3:30pm