SCHOOL YEAR 2022-2023
CONFERENCE ATTENDANCE PROCEDURES

All absences due to a professional meeting or conference require preapproval using a Scranton School District Permission to Attend Professional Development form at least 4 weeks prior to attending

1	• Submit to Immediate Supervisor/Principal
2	• Approved by Federal Programs Office
3	• Approved by Director of Leadership & Accountability
4	• Approved by Business Manager
5	• Approved by Superintendent
6	• Approved by School Board of Directors

Please be reminded of these additional points:

1. All conferences need pre-approval.

2. Applicant is required to register

3. Expenses must be within the limits described on the application.

4. Mileage is calculated from your school or work location to the conference, not from your home.

5. Coding should be completed by Federal Programs or a building /department administrator. A code or codes must be listed on each application prior to submission to the Director of Leadership & Accountability. Conferences charged to multiple codes must list each code and the amount charged to it.

6. A separate application must be submitted for each person attending.

7. All conference forms must be signed by the employee, their Supervisor, then emailed to the Office of Federal Programs.

8. Upon final approval, it is prepared for board approval at the next board meeting. If approved, an approval letter is sent from the Office of the Superintendent.

9. In order to be reimbursed for conference expenses, submit the following to the Accounts Payable Office:
   • Voucher and All Itemized Receipts
   • Mileage calculation using Google Maps (www.maps.google.com) and a copy of such must be attached to the Application.
   • Report of Conference Attendance
   • Notification of School Board Approval (this comes as a letter from the Superintendent's Office)

Funding Source:

□ **General Budget** □ **Grant (Identify)_____** □ **Outside Organization _____** □ **No cost (no substitute is required)**

Application Date: _____ First/Last Name: _____ Building: _____

Position: _____Grade/Subject: _____Title of Conference: _____

Conference Dates: _____ to _____ Conference Location, City, State: _____

Sponsoring Entity: _____

This Conference relates to:

□ ER&D □Differentiated Instruction □ English Language Development (ELD) □ Professional Learning Communities (PLCs) □ Other

How does this conference specifically relate to the School wide Plan/A-TSI Plan/District Level Goals? _____

_____

_____

Was this conference □ Self Request (or) □ Administrative Directive Requestor's Name: _____

Will any SSD students be in your charge? _____Will you personally receive an honorarium payment? Amount: $_____

Expenses:

Substitute: _____Days X $118.80 $_____

Registration Fee (attach required registration form): $_____

Travel:

Mileage (attach Google Maps printout): _____miles X 2 (round-trip) = _____ X **$0.625** $_____

Fare: (circle one) Bus, Train, Plane (Lowest Available Rate) $_____

Hotel: (attach hotel confirmation e-mail/letter) $_____

Miscellaneous (estimate): (tolls, taxi, shuttle, parking, etc…) $_____

Meals (estimate): $_____

Itemized restaurant receipts required upon return, with Reimbursement voucher (<u>NOT</u> credit card receipts)

Maximum Reimbursements: Breakfast $10.00; Lunch/Brunch $15.00; Dinner $25.00 (overnight/out of county conferences only)   **TOTAL COST: $_____**

BUILDING CODES (Principal/Administrator)	Amount	FEDERAL CODES (Federal Programs)	Amount
Sub: 10-_____	_____	Sub: 10-_____-329-_____	_____
Reg: 10-_____	_____	Reg: 10-_____-360-_____	_____
Trav: 10-_____	_____	Trav: 10-_____-580-_____	_____

APPROVAL SIGNATURES

EMPLOYEE:_____ DATE:_____

PRINCIPAL/SUPERVISOR:_____ DATE:_____

GRANT MANAGER (IF APPLICABLE):_____ DATE:_____

DIR. OF LEADERSHIP & ACCOUNTABILITY_____ DATE:_____

BUSINESS MANAGER:_____ DATE:_____

SUPERINTENDENT: _____ DATE:_____