

Procedures for Implementing Board Policy: Professional Leave

Section A - Leave Form

All staff requesting professional leave shall complete a Request for Professional Leave form prior to the date of the requested leave. Within three working days of returning from the leave, the employee shall submit any appropriate expenses incurred along with itemized proof of payment to their supervisor for review and approval. Prior approval by the Board of Education shall also be required for any professional leave event either:

1. Where more than six members are attending; or
2. Where the total estimated cost exceeds \$5,000.

Section B - Scope

Employees traveling on official business must comply with all applicable Board policies and procedures.

Section C - Travel Expenditures

1. Cash Advances
 - a. Cash advances will not be issued for the purposes of staff travel unless there are no practicable alternatives.
 - b. In the event that a cash advance is issued, a request for the advance must be submitted to the business services department at least 10 days prior to the date that such advance is required.
 - c. Staff members receiving cash advances will be required to submit detailed receipts supporting the total amount of the cash advance within three working days of returning from the event to their supervisor. Any remaining balance owed to the school district must be remitted to the business services department within five working days of returning from the leave.
2. Prepaid Expenses
 - a. Prepaid expenses for airfare, accommodations, and conference registration must be requested on a Request for Professional Leave Form.
 - b. Whenever possible, prepaid expenses should be paid for in the form of a district-issued disbursement (e.g., check, electronic payment), or by use of a district procurement card.
3. Expense Reporting
 - a. A check request for expense reimbursement shall be submitted by a staff member.
 - b. Itemized receipts are required for all reimbursements.
4. The following expenses are reimbursable:
 - a. Travel
 - i. Mileage, parking, and tolls where appropriate.

- ii. Commercial air travel. Travel arrangements should be booked as soon as possible to take advantage of any advance purchase discounts.
 - iii. Ground transportation as needed. Travelers should seek the most economical means of ground transportation.
 - iv. Lodging expenses should not exceed the single occupancy conference rate for the headquarters hotel.
- b. Meals
- i. The general guidelines for meal reimbursement eligibility are as follows:
 - 1. Breakfast when departing for travel at or before 6:00 AM;
 - 2. Lunch when the event takes place between the hours of 10:00 AM and 2:00 PM; and
 - 3. Dinner when returning from travel, or departing for travel at or after 7:00 PM.
 - ii. For overnight travel, the supervisor may authorize meal reimbursement. Such reimbursement shall not exceed the current Meal and Incidental Expenses (M&IE) rates published by the U.S. General Services Administration for breakfast, lunch, and dinner (note: Illinois standard rate).
 - iii. If meals are provided as part of an event or registration fee, no other meal reimbursements will be provided for those meals.
- c. Reasonable gratuities not to exceed 15%.
5. The following items are not reimbursable:
- a. Personal health and recreational expenses;
 - b. Other personal expenses (not related to Glenbrook business);
 - c. Alcoholic beverages, tobacco, and cannabis products;
 - d. Entertainment expenses include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement unless the entertainment is ancillary to the purpose of the program or event; and
 - e. Airline internet access service fees.
6. Expense Reconciliation
- It is the responsibility of each supervisor to review business-related travel expenses to ensure that

they are in compliance with the regulations. It is within the jurisdiction of the supervisor to disallow reimbursement of expenses that are not in compliance with the regulations or are deemed to be unreasonable or excessive. Upon the approval of the supervisor and the business services department, payment will be made to the claimant.

7. **Cancellations**
Unused tickets or any portion thereof must be returned as soon as possible for proper credit and processing.

8. **Combining Business And/or Personal Expenses**
Individuals, who extend a business trip for personal reasons, are responsible for any increased costs.

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