

09/01/2015

Staff Development

A "Staff Development" form will be used when you wish to attend a meeting or conference as a School District employee with Staff Development funds until the request is available on-line.

Each individual attending the event is required to fill out a form. Fill out the entire form completely. Indicate if a substitute will be needed in your absence.

If registration is required; complete and attach the registration form, indicate the dollar amount of the registration fee. Check if you will need a school car and estimate the cost. The School Board has adopted the current IRS rate for mileage. Staff Development will pay for one vehicle per workshop and mileage will be **reimbursed one-way**.

Staff Development will not pay for meals unless they are included in the workshop registration.

Estimate the cost for lodging if it meets requirements. If you require lodging you will need to make your own reservation. Attach your hotel information including; name of hotel, phone number, arrival & departure date and your confirmation # if requesting lodging be paid directly by school district credit card. **Sign your request and submit it to your Principal or Supervisor for approval.** Your Principal or Supervisor will send it to the Staff Development Representative and then the Superintendent for approval.

After your Staff Development request has been approved the district office will mail the attached completed registration form along with any fees. School District credit card authorization can be made for your hotel reservation if requested and information is attached. This form then returns to your Principal or Supervisor's office and is then returned to you.

Request a school car on the district web page under Transportation, rSchool Today.

When you return: If you had lodging, parking expenses or mileage approved to be reimbursed, attach the original receipts to a "**Claim Form**". Photo copies and credit card slips are not acceptable as receipts. Complete the form with your name, address, date of event, destination and number of one-way miles. List any other expenses. **Send to your Principal or Supervisor for approval.**

If your hotel was paid by District Credit Card send the receipt to the District Office.

You must have itemized receipts to be reimbursed for parking, lodging or any other reimbursable expenses.

Claim Form