SCHOOL DISTRICT OF THE CITY OF ST. CHARLES

REQUEST FOR MEETING/CONFERENCE ATTENDANCE

Please turn in this completed request to your principal/supervisor no later than three (3) weeks before the date of your absence for local or in-state travel, and four (4) weeks before the date of your absence for out-of-state travel or any trip involving air travel. Refer to the published guidelines for detailed instructions.

Completed forms should be sent to the staff member's principal/supervisor for approval.

Please attach the conference registration information prior to approval and itinerary when available.

Name of Applicant: _____ Today's Date: _____
(One applicant per form for conference or travel)

Name of Conference / Meeting / Visit: _____ Location: _____

Date(s) of Conference / Meeting / Visit: From: _____ To: _____

Period of Absence From: _____ To: _____ Registration: ☐ School Will Register ☐ District Will Register

Reason for Request: _____

PO#: _____Notes: _____

Budget Strip (School/Dept Office Use Only)	Description of Expense	Estimated Cost	Actual Cost (Office Use Only)	Receipts Turned In (Office Use Only)
	Registration	$	$	Batch #: _____ PCard □ Check □
	Substitute	$	$	
	Lodging	$	$	Batch #: _____ PCard □ Check □
	Air Travel	$	$	Batch #: _____ PCard □ Check □
	Hired Transportation 15 mile radius per meal/allowance (**Reimbursement only NO PCARD**)	$	$	Reimbursement Only Check Batch # _____
	Mileage	$	$	Batch #: _____ PCard □ Check □
	Meals	$	$	Batch #: _____ PCard □ Check □
	Total	$ 0	$ 0	

Transportation: ☐ District Vehicle ☐ Private Auto (carpool) ☐ Private Auto (one driver) ☐ Air ☐ Other:_____

Applicant's Signature: _____ Date: _____

Direct Supervisor's Signature: _____ Date: _____

Signature of Asst Superintendent of Curriculum: _____ Date: _____

Signature of Superintendent (out-of-state travel only): _____ Date: _____

SCHOOL DISTRICT OF THE CITY OF ST. CHARLES

MEETING/CONFERENCE GUIDELINES

Advance Approval Required

All travel requests must be approved by their immediate supervisor and the administrator with budget authority over the funds expended, using the "Request for Meeting/Conference Attendance" form. Requests for out-of-district professional development for building administrators, teachers, and staff must be approved by the Associate Superintendent of Curriculum and Instruction using the following scheduling guidelines: out-of-state travel and/or travel involving air transportation must be approved four (4) weeks prior to the trip. Local or in-state travel must be approved three (3) weeks prior to the trip. Failure to adhere to these procedures may result in non-reimbursement.

Completed forms must be submitted to the Associate Superintendent of Curriculum for final approval. An approved copy will be returned to the applicant. **After travel, a copy of the approved form with all original, itemized receipts within two (2) weeks. Please retain a copy of all documentation for your records.**

All travelers are responsible for making his/her own reservations.

Estimated Expenses

Enter the estimated amount of your travel expenses on the "Request for Meeting/Conference Attendance" form.

- **Registration**: The registration fee is to be paid using their district PCard or Purchase Order.
- **Transportation:**
  - **Air Travel**: Individuals are responsible for making their own air travel reservations. Travelers must always book the most reasonable & economical airfare.
  - **Private Auto**: Mileage will be reimbursed at the rate annually approved by the Board of Education, not to exceed the IRS rate. Fuel is not reimbursable. A traveler may elect to use surface transportation even though air travel is the most economical mode of transportation. However, reimbursement for such shall not exceed the cost of the most economical airfare.
  - **Rental Car**: Rental cars at the destination location are not an allowable District expense unless specifically approved, in advance, by the Superintendent or his/her designee.
  - **Parking**: Fees for parking are allowed at the price of self-park only, no valet.
  - **Rideshare**: REIMBURSEMENT ONLY, NO PCARD, within a 15-mile radius (to/from meal or conference/hotel).
- **Lodging:**
  - Missouri sales tax should be removed.
  - Travelers may pay for the hotel charges personally and submit detailed receipts for reimbursement or with District PCard. These charges may include other taxes besides Missouri sales tax.
- **Meals:** Estimate the cost of the meals following the designated meal allowances. A per diem rate for meals is not allowed. The following is the maximum reimbursement per meal (not included in the cost of the conference registration):

  Breakfast - $20.00*

  Lunch - $20.00*

  Dinner - $35.00*

***Note**: Tips at a maximum of 20% are allowed, provided the total cost (including tip) does not exceed the amount allowed for that meal. Snacks are not allowed unless they replace a meal. (e.g., coffee, soda, chips, candy). Alcoholic beverages are not allowed. An itemized receipt is required along with a final receipt showing total paid. If paying for multiple staff members, please list their names on the receipt. If sales tax is incurred, employees are expected to reimburse the district.

PCard: The Card Holder agrees to accept responsibility for the protection and proper use of the District's Purchasing Card in accordance with the terms and conditions on your annual P Card agreement.

TRAVEL ADVANCES ARE NOT APPROVED