



PRINCIPALS/CABINET/ADMINISTRATORS
REQUEST FOR TRAVEL AND/OR ATTENDANCE AT A CONFERENCE

(Please submit to the Office of Curriculum and Instruction at least 30 or more days in advance of the conference. No funding requests for travel, hotel, or registration will be considered without prior approval.)

To: Dr. Sharonica Hardin-Bartley, Superintendent

Date: _____

From: _____	Building/Department: _____
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Name of Conference: _____ Sponsor: _____

Location: _____ Date of Conference: _____

Departure Time/Date: _____ Return Time/Date: _____

Please attach a copy of the conference brochure and a completed registration form. Please do not book travel or hotel without approval from the Superintendent.

SECTION A: CRITERIA FOR APPROVAL OF TRAVEL REQUESTS:

- How does the request relate to the District's Strategic Priorities and Initiatives?
 - ☐ SP 1: Creating Rigorous, Relevant, and Modern Learning Experiences
 - ☐ SP 2: Talented Educators Fulfilling Learning Reimagined
 - ☐ SP 3: Supporting Wellbeing
 - ☐ SP 4: Leveraging All Hands
 - ☐ SP 5: Resources
- What responsibilities do you have associated with the District which will be addressed through attending the conference?
- How will the District, administrators, and students benefit from your attendance?
- Upon your return, what is your plan for disseminating the information?
- Were you asked to be on the conference program if presenting? ☐ YES ☐ NO
- Do you hold an office with the organization associated with this conference request? ☐ YES ☐ NO

Other considerations include:

- The cost of the conference to the District.
- Available funding sources.
- The number of requests from the same cost center, level, or subject area.
- The cost of bringing a consultant to the District on the same topic.

SECTION B: FUNDING

Please estimate the total cost of the trip. (See guidelines on the last page.)

\$ _____ Transportation (_____) Miles @ \$.70 or coach airfare (including baggage fees)
(Only trips 50+ miles outside of the St. Louis area)

\$ _____ Additional Transportation Expenses (Uber, Lyft, Rental Car, Parking)

\$ _____ Lodging (Only trips 100+ miles outside the St. Louis area)

\$ _____ Per day max allowance (_____ days @ \$75, **All original receipts required**)

\$ _____ Member registration fee. Registration deadline date _____

☐ I want the District to prepay; I have attached the completed registration form.

☐ I will prepay upon approval and will request reimbursement.

\$ _____ TOTAL Amount requested to be paid by the District

Note: Reimbursement will not exceed the total funding approved.

☐ I request an advance of \$ _____

Registration fee payable to: _____

Address: _____

SECTION C: APPROVAL

Total Funding Needed: _____

Funding Source & Code: _____

Office of Curriculum and Instruction: ☐ Approve ☐ Disapprove

(C&I) Signature _____ Date _____

Attendee's Signature: _____ Date _____

Superintendent of Schools: ☐ Approve ☐ Disapprove

Superintendent's Signature: _____ Date _____

I. Guidelines for Reimbursement

A. Transportation (whichever is less)

- \$.70 per mile for the driver only

Set mileage for:

Jefferson City, MO (270 miles, round-trip) - \$189.00;
Columbia, MO (240 miles, round-trip) - \$168.00;
Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$252.00;
Kansas City, MO/KS (500 miles round-trip) - \$350.00.

- Round-trip coach airfare, bus fare, train fare or other mode of transportation.
- Day before travel is acceptable only for early morning conferences and must be pre-approved by Building PDCs.

B. Per Diem. \$75.00 per diem to include meals and tips.

Prorated for partial days: conference day = 3 meals, travel day = 1 meal (contingent on the time of travel). Submit all original receipts with the Conference Reimbursement Form within 30 days.

Funds will be reimbursed for pre-approved amounts only.

C. Registration Fees. The District will only pay the member rate, but not memberships.

D. Day Trips (50-mile radius)

1. St. Louis area: Registration fees only
2. Outside St. Louis Area: Transportation will be paid according to the above guidelines, plus registration fees and reasonable reimbursement for meals.

E. Overnight Trips (100 + plus from the District)

1. Transportation will be paid according to the above guidelines.
2. Registration fees are paid in full at the member rate.
3. Lodging fees at a reasonable rate including taxes.

II. Advances (for lodging and airfare only) can be made upon request.

1. All original receipts must be submitted within 30 days of conference attendance
2. Any advance of funds that do not accompany original receipts must be returned to the Office of Finance within 30 days.

III. Procedures

1. Upon approval from the Superintendent, a copy of the submitted form will be returned to you.
2. It is expected that arrangements be made with the Superintendent to disseminate information learned at the conference (Question 4 from Section A CRITERIA FOR APPROVAL OF TRAVEL REQUESTS) if applicable.