THE SCHOOL DISTRICT OF
UNIVERSITY CITY
WWW.UCITYSCHOOLS.ORG

SUPPORT STAFF – REQUEST FOR TRAVEL AND/OR ATTENDANCE AT A CONFERENCE

(Please return this form to the ESP PDC committee at least 6 weeks before the conference.
*ESP PDC Committee is to submit to the Human Resource Office **at least 30** days before the conference.)*

To: Building Principal/Department Supervisor Date: _____

From:	Building/Department:

Via: 1. Principal or Department Supervisor ☐ Approve ☐ Disapprove *Signature:* _____ *Date:* _____

2. Asst. Supt. Human Resources ☐ Approve ☐ Disapprove *Signature:* _____ *Date:* _____

3. ESP PDC Rep: Total Funding $_____ ☐ Approve ☐ Disapprove *Signature:* _____ *Date:* _____

Please attach a copy of the conference brochure and a completed registration form.

Name of Conference: _____ Sponsor: _____

Location: _____ Date of Conference: _____

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

Attendee's Signature: _____ Date: _____

Please estimate the total cost of the trip. (See guidelines on the reverse side.)

$_____ 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!**

$_____ 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. Reimbursement will not exceed the total funding approved.

[ ] I request an advance of $_____

Registration fee payable to: _____
Address: _____

_____

_____

Route to:
☐ Building Principal/Supervisor
☐ Curriculum & Instruction
☐ Human Resources
☐ ESP-PDC Representative
☐ Finance

Total Funding $ _____ Charge Conference to _____ Funding Approved _____

- **Criteria for Approval of Requests for Travel**
  - Preference will be given to applicants who;
    - Explain how their request relates directly to District goals and CSIP.
    - Have important District-wide or building responsibilities in the areas addressed by the conference.
    - State clearly how the District will benefit, how they will benefit, how students will benefit, and how they will disseminate the information.
    - Have been asked to be on the program or who hold an office in the professional organization.
    - Have demonstrated the ability to communicate previous learning to other staff members and to utilize new ideas in the classroom.
    - Have not been financed for conference attendance in recent years or the current year.
    - **Requests must be submitted in sufficient time (at least 30 days) to have Board approval in advance of the date of the conference.**

  - Other considerations include:
    - The cost of the conference to the District.
    - The amount remaining in the travel account.
    - The number of requests from the same building, level, or subject area.
    - The cost of bringing a consultant to the District on the same topic.
      - Special consideration is given to employees who volunteer to pay all or part of their expenses.

- **Guidelines for Reimbursement**
  - 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.

  - Per Day: $75 per day max. to include meals, meal tips, cab fare, parking, luggage fees, and taxes. Prorated for partial days: conference day = 3 meals, travel day = 1 meal (contingent on time of travel), Maximum food/drink reimbursement per meal: dinner $25, lunch $15, breakfast $15. No reimbursement for meals included in registration.
    Submit ALL original receipts with the Conference Reimbursement Form within 30 days. Funds will be reimbursed for pre-approved amounts only.

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

  - Day Trips
    - St. Louis area (50-mile radius): Registration fees only.
    - Outside the St. Louis area: Transportation will be paid according to the above guidelines, plus registration at the member rate and reasonable reimbursement for meals.

  - Overnight Trips (Must be more than 100 miles from the District)
    - Transportation will be paid according to the above guidelines.
    - Registration fees are paid at the member rate.
    - Lodging fees are paid at a reasonable rate including taxes.

- **Advances** (for lodging and/or airfare only) can be made upon request.
  A. All original receipts must be submitted within 30 days of conference attendance.
  B. Any advance funds that do not accompany an original receipt must be returned to Finance within 30 days.
- **Procedures**
  A. Human Resources will send you a copy of the conference form you submitted upon approval. Forms will be needed for your written report and reimbursement after your trip.
  B. Your Administrator's secretary and PDC representative will receive a copy of the approved conference form.