



SUPERINTENDENT OR BOARD OF EDUCATION – REQUEST FOR ATTENDANCE AT A CONFERENCE

To: **Board President**

Date: _____

From:	☐ Superintendent	☐ Board of Education
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Board of Education President: ☐ Approve ☐ Disapprove Signature: _____ Date: _____

Total Funding Needed: \$ _____ Charge Conference to 4

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, _____ days @ \$40) **All original receipts required**
Include meals and meal tips for conferences outside St. Louis. Prorated for partial days: conference day =3 meals, travel day = 1 meal (contingent on time of travel). Maximum cost for a single meal to be reimbursed is \$40. No reimbursement for meals included in registration. Submit ALL original receipts with Conference Reimbursement Form within 30 days. Funds will be reimbursed for pre-approved amounts only.

\$ _____ 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:

- ☐ Superintendent's Office
☐ Board President
☐ Finance

- **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.
 - Cab fare, parking, luggage fees, Uber, and taxes.
 - 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 and meal tips. Prorated for partial days: conference day = 3 meals, travel day = 1 meal (contingent on time of travel), No reimbursement for meals included in registration. Maximum cost for a single meal to be reimbursed is \$40. **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. The Superintendent's Office 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.