

PROFESSIONAL LEARNING REQUEST

REVISED
09/15/10

ALL TRAVEL ARRANGEMENTS WILL BE MADE BY THE TRAVEL OFFICE
Professional Learning requests need to be submitted to the District Office for approval

14 Days Prior to Conference/Workshop Registration Deadline

Any cancellations MUST be submitted in writing to Supervisor

<p>⇒ Budget Code _____ Approved By _____</p> <p>⇒ Conference/Workshop _____</p> <p>⇒ Location _____ Dates _____ PD HRS _____</p> <p>⇒ Registration Deadline _____ #Attending _____</p> <p style="background-color: yellow; text-align: center;">*Complete above information before sending to Administration for approval*</p>	<p style="background-color: yellow; text-align: center;">Estimated Trip Cost</p> <p>Registration: \$ _____</p> <p>Hotel: \$ _____</p> <p>Meals \$ _____</p> <p>Mileage \$ _____</p> <p>Air \$ _____</p> <p>Shuttle/Bags \$ _____</p> <p>Total Estimate \$ _____</p>
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If traveling by AIR list name as it appears on photo ID

⇒1) **REGISTRATION:** Completed Registration Form Attached

Name of Traveler: _____ Cell Phone #: _____

⇒2) **LODGING:** Hotel Preference 1) _____ 2) _____ 3) _____

Check In Date: _____ Check Out Date: _____ Non-Smoking _____ Smoking _____

Number of people in room: _____ How many beds needed: _____

Names of attendees in room with you: _____ / _____ / _____

⇒3) **TRANSPORTATION:** Departure _____ AM/PM Return _____ AM/PM

Driving _____ Please List Group Driver: _____ *CARPOOLING IS REQUIRED

Flying _____ Preferred Airline: _____ Do you need a Pre-Arranged Shuttle? YES / NO

Comments: Estimated Trip Cost to be completed by traveler _____

⇒ **EXPENSE CHECKS:** Meals & Incidentals will be figured on a per conference/trip basis. A detailed meals, mileage & incidentals sheet will be included with each travel packet listing the dollar amount allowed for reimbursement. Allowable meals will be based on a fixed per diem rate. Unless otherwise approved, reimbursement for meals & mileage will be based off of information provided on this form.

⇒ **ACKNOWLEDGEMENT:** Please initial below:

_____ This activity is not required by the Van Buren School District, and by *volunteering* to attend I understand that I will not receive additional compensation.

_____ I have discussed the *rooming and travel details above* with my supervisor for the above activity and *agree* with the arrangements as they are listed on this form.

I have included: Registration Information Conference Schedule Hotel Information (if applicable) Transportation Information Trip/PD Cost Information (all info. needs to be included)

I have read Travel Approval Procedures & Travel Policies on the next two pages and understand if I cancel or "no show" I will be responsible for reimbursement to the district.

I have completed Travel Checklist & obtained immediate Supervisors Signature _____
Traveler Signature

Principal or Supervisor

Curriculum Director

Administrative Supervisor

Travel Approval Procedure

- 1) Traveler fills out all information on Professional Learning Request.
- 2) Professional Learning Request is presented to Principal or Supervisor.
- 3) Principal or Supervisor supplies Budget Code and approves by initialing and signing.
- 4) Professional Learning Request along with all required information will be sent to the Travel Coordinator.
Double check all information for accuracy before submitting
- 5) Conference content will be approved by the Elementary or Secondary Curriculum Director.
- 6) Travel Coordinator will research and estimate the cost of each portion of the trip. i.e. registration, transportation (air or map mileage), hotel.
- 7) Professional Learning Request will then be sent to the Curriculum Director and Administrative Supervisor for signature approval.
- 8) The Professional Learning Request will be sent back to the Travel Coordinator who will make ALL travel arrangements including airline reservations (if applicable).
- 9) If the cost of any portion of the trip varies by more than \$100.00 from the cost estimate the Principal or Supervisor will be notified and must approve the more expensive cost.
- 10) After approval the Travel Coordinator will make final arrangements, process requisitions and Purchase Orders and request district checks if necessary.
- 11) Before the conference/workshop an email will be sent to the Traveler letting them know the Travelers' Packet and check(s) are ready to be picked up.
- 12) A Travelers' Packet includes: copy of registration form, hotel confirmation and flight itinerary (if applicable); allowable meals and incidentals form; hotel check and/or flight receipts; *per diem check for allowable meals and incidentals will be issued after the trip.*
- 13) After the Traveler returns, they will obtain signature on the Allowable Meals & Incidentals form, attached all applicable receipts and hotel invoice and return it to the Travel Coordinator. **Hotel Invoice MUST be turned in to the Travel Coordinator before picking up Meals & Incidentals check. THE CHECK WILL NOT BE RELEASED UNLESS YOU TURN IN YOUR HOTEL INVOICE.**

Travel Policies

- All Professional Learning Requests must be turned in to the travel coordinator a minimum of 14 days prior to registration or housing deadlines.
- Incomplete travel request packets will be returned to the traveler.
- **HOTEL CHECKIN:** You must present **YOUR credit card** for incidentals at check in.
- Meals and incidentals
 - Allowable meals will be paid at the per diem rate listed below. Meals & Incidentals checks will be issued after trip/conference.
 - Mileage will be paid at \$.37 per mile. The starting point when figuring mileage is the District Office. When more than one (1) individual is traveling, car pooling is REQUIRED.
 - In the event you are overpaid for meals & incidentals, it is your responsibility to return district funds immediately.
- Per diem

Tips are included in per diem	In-State	Out-of-State
Breakfast	\$8.00	\$9.00
Lunch	\$10.00	\$12.00
Dinner	\$17.00	\$19.00
Total per day	\$35.00	\$40.00

- Meals will be allowed or disallowed according to:
 - Breakfast is/is not provided by hotel or conference host
 - Lunch/Dinner are/are not provided by conference host
 - Breakfast is not provided on the day of departure
 - Attendees whose conference is within 100 miles of VBSD and ends by 5:00 p.m. will not be allowed dinner.
 - Lunch will not be paid for one day travel.
- Cancellations must be made by travelers' supervisor and must be approved by Administration. The reason for cancellation must be submitted in writing to supervisor for approval.
 - The traveler will be responsible for reimbursing the district for cancellation penalties on unapproved cancellations which are determined by Administration. Including but not limited to: Registration fees & hotel deposits.
 - Penalties applied for "no showing" are the sole responsibility of TRAVELER.
- Parking Fees, Taxi, Shuttle & Toll Fees will be processed as reimbursements – with receipts & Supervisors approval.
- Each employee traveling by air will be reimbursed for (1) checked bag – with receipts – NOT TO EXCEED \$25 EACH WAY (\$50 Roundtrip) – VBSD is not responsible for overweight baggage fees.

7.17 – TRAVEL POLICY

Reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district shall be done according to the following guidelines. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel. Reimbursement for travel shall be for the lesser of the cost between travel by air or by car with some consideration allowed for length of time of the method of travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

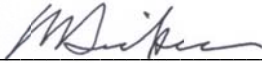
Rates for Reimbursement

Mileage allowance shall be reimbursed at the rate of \$.37 per mile. Mileage shall be reimbursed on the basis of the shortest, most reasonable, route available.

Expenses not covered

The district shall not reimburse the following items/categories of expenses.

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events or pay per view or game expenses at motels;
- Replacement due to loss or theft;
- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel;
- Optional or supplementary insurance obtained by the employee for the period covered during the travel; and
- Tips, other than those required by the source of the expense, e.g. a restaurant which adds a tip to the bill for all groups of six or more.



Superintendent

8-13-07
Date