

HOWLAND LOCAL SCHOOLS REQUEST TO ATTEND PROFESSIONAL MEETING

Name _____ School or Dept. _____

Date(s) of Meeting _____ Meeting Location _____

I request authorization for reimbursement of expenses for attendance at a professional meeting for the following purpose:

(If request is to attend a conference or workshop, indicate complete name of conference and attach a copy of the program.)

<u>Estimated Expenses</u>		<u>Actual Expenses</u>	
	Amount		Amount
Mileage	\$ _____	Mileage Miles: _____	\$ _____
Lodging	\$ _____	Lodging	\$ _____
Registration Fee	\$ _____	Registration Fee	\$ _____
Parking	\$ _____	Parking	\$ _____
Other (itemize)	\$ _____	Other (itemize)	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
meals up to \$40/day	\$ _____ (includes tips)	meals up to \$40/day	\$ _____ (includes tips)
Total Estimated	\$ _____	Total	\$ _____
Employee Signature _____ Date _____		Employee Signature _____ Date _____	

Approved: _____
Signature, Superintendent/Designee
Date

Original – to be submitted to Treasurer’s Office for payment (along with receipts and signed receiving copy of Purchase Order) after travel

CC: Employee
 Supervisor

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES

Request permission from your principal or appropriate supervisor to attend the event

Complete your Request for Professional Leave form as soon as possible, but no later than 10 days PRIOR to the event.

Download a *Request to Attend Professional Meeting Form* from howlandschools.com – Departments – Fiscal Services – Employee Forms on the right side of the webpage – Professional Mtg Request. Estimate your expenses on the left side of the form. Use these estimates to request a purchase order (before the date of travel) from your building secretary or Professional Development Supervisor.

If your event requires lodging, you should take a check and the appropriate tax exempt forms with you. You will most likely need to hold that reservation with a credit card. Lodging would be a separate purchase order from reimbursement for mileage, meals and other miscellaneous expenses. You should, however, record the amount of the lodging on the left side of the form and indicate that you are taking a check and do not need reimbursed.

If a registration fee for the event is required in advance, this would also be a separate purchase order and would be noted like the lodging check.

When you return from the trip, complete the right side of the form with your actual expenses.

Receipts must be attached for all items for which reimbursement is request. (i.e. lodging, meals (includes tips and tax), toll fees, registrations, mileage, parking, etc. These must be itemized receipts and not just a total amount)

Mileage will be determined from your place of employment to the location of the event (unless you are traveling on a non-work day in which case mileage would be from your home). Mileage will be documented by an online directions printout (i.e. mapquest, google maps, etc.) with the most direct route. Mileage for the remainder of 2016 is 54 cents per mile. If this changes it will be effective January 1, 2017.

Be sure your Principal or supervisor initials the form. Principals will forward the *Request to Attend Professional Meeting Form* to the Superintendent/ Designee for final approval before forwarding to the treasurer's office for payment.