

PROFESSIONAL MEETING REQUEST FORM

Name _____

School _____ Date _____

Date(s) of meeting: _____

Location of meeting: _____

Nature of the conference or professional meeting. Briefly describe.

Estimated Expenses

Mileage _____ miles @ .585 per mile \$ _____

Multi teachers going to the same conference must use a school van. School van: yes or no
If not, prior approval is needed & mileage may not be granted.

Plane, bus, train and/or taxi fares \$ _____

Registration fees \$ _____

Meals (not exceed \$10 breakfast, \$15 lunch, \$25 dinner per day) \$ _____

No meals allowance for one day meetings, including multi day meetings with no overnight lodging.

No voluntary gratuities can be included in the reimbursement.

No meal reimbursement allowed for meals included in the meeting registration fee.

Parking \$ _____

Lodging (not to exceed \$200 per room per night for all reimbursements) \$ _____

Lodging is only for meeting locations beyond 200 miles from the district or multi day meetings.

Multiple employees attending the same meeting must share a room, if feasible,
or have the normally allowed reimbursement reduced by 50%.

Sub needed: yes or no If yes, how many days _____ (You are responsible to request your sub in ReadySub)

TOTAL ESTIMATED EXPENSES \$ _____

Employee's signature Date

Principal's signature Date

Curriculum Director or Special Education Director's approval Date

Superintendent's approval Date

The employee must pay all expenses and submit itemized receipts along with the Professional Meeting Request form for reimbursement. The employee's signature indicates an agreement to abide by the terms in Policy 3243 and Policy 3440 and AG 3243, AG 3440A, AG 3440B and AG 3440C.

Please accompany this request from with a requisition to cover the estimated expenses and a requisition to cover the cost of any substitute personnel.

Under no circumstances will employees be reimbursed for the purchase of alcoholic beverages. The accrual of person frequent-flyer mile, hotel "bonus points", credit card "rewards" or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

Jan 2022