



GOSHEN COMMUNITY SCHOOLS PROFESSIONAL LEAVE REQUEST/REIMBURSEMENT



EMPLOYEE NAME _____ **EMPL. ADDRESS** _____

DATE OF LEAVE _____ **HALF DAY** _____ **FULL DAY** _____ **OTHER** _____

LOCATION OF CONFERENCE OR LEAVE _____

PURPOSE OF LEAVE OR NAME OF CONFERENCE _____

PROFESSIONAL EXPENSES: School Car Available: Y/N _____ If No: Mileage _____ X \$.54 = \$ _____

Meals (indicate #) Breakfast (\$7) _____ Lunch (\$11) _____ Dinner (\$22) _____ Total Meal Cost: \$ _____

Other Expenses _____

TOTAL ANTICIPATED COSTS _____

I agree this is a good faith estimate of the cost of the conference and I have read the "Procedures for Conferences".

STAFF MEMBER SIGNATURE _____ **DATE** _____

PRINCIPAL'S APPROVAL _____ **DATE** _____

ASSIST. SUPERINTENDENT'S APPROVAL _____ **DATE** _____

EXPENSE REIMBURSEMENT REQUEST

For approved professional trips this form must be completed, signed, and returned to the Administration Office for payment processing. Original receipts for all reimbursable expenses, except meals and mileage must be attached to this form.

| |
|-----------------|
| Gen. Fund _____ |
| TAP _____ |
| Other _____ |

LEFT ON _____ **AT** _____ **RETURNED ON** _____ **AT** _____
Date Time Date Time

LODGING Date _____ to _____ (attach receipt) \$ _____

MEAL ALLOWANCE (Breakfast ___ x 7) + (Lunch ___ x 11) + (Dinner ___ x 22) = \$ _____

(Meals included in conference registration or provided by another entity may not be claimed.)

OTHER APPROVED EXPENSES (itemize below and attach original receipts)
 _____ \$ _____

MILEAGE Total Miles _____ X \$ 0.54 = \$ _____

Odometer readings _____ to _____ (Required if not board approved mileage)

TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT \$ _____

I certify that the above statement of expenses is true and correct.

Signature _____ **Date** _____

Principal's Initials _____ Assist. Superintendent Initials _____ Date _____

Procedures for Conferences

1. Conference Leave Request Form filled out and approved by your principal. Following principal approval the teacher may schedule for a sub. Principal then forwards the form to an assistant superintendent for approval. Once approved by an Central Office Administrator the form will be returned to the building bookkeeper.
2. Any expenses that can be paid for in advance of the conference and by a purchase order should be done first (conference reservations, hotel reservations, etc). See your principal &/or building bookkeeper for help in completing this.
3. Any other expenses will need to be paid for by the employee for reimbursement later. This will typically take 2-4 weeks after the claim is turned in before you will receive the check. Itemized receipts for reimbursement must be submitted with this form within **30 days** after the conference.
4. *If a teacher is **required** to attend professional development outside of the 184 contract days (excluding TAP Core Training or TSW), he/she will be reimbursed \$100/day if training is at least 4 hours/day. To be paid, the teacher must submit a yellow payroll voucher, with an agenda for the training listing the date(s) and time(s).
5. If conference is grant funded, **original itemized receipts will be required** and must be attached to this form.

Meal Reimbursement

Meals are reimbursable:

1. If the employee is at the conference or traveling to conference during that meal time
2. If not provided in conference registration or provided by another entity
3. If the amount requested is above the board approved reimbursement and reasonable, then an original itemized receipt is required.

Mileage Reimbursement

Mileage is reimbursable if:

1. No school car is available
2. Board approved mileage chart is used. Odometer readings are required if there is no board approved mileage to that location
3. The mileage is from school to conference (or home to conference if closer)
4. Most direct route

Other Expense Reimbursements

Examples of expenditures that are reimbursable if you have the original itemized receipt:

1. Hotel stay if:
 - a. Reasonable rates
 - b. A 2-day conference (or longer)
 - c. Over 3 hour travel time one way or pre-approved by the administration office
 - d. Principal approved
2. Pre-approved purchase of educational materials – except tax
3. Reasonable amount for meals necessary while gone
4. Tips for meals – up to 20%
5. Parking / Tolls

Examples of expenditures that are not reimbursable:

1. Any meal included with the conference fee
2. Any expense paid for by other funds
3. Unreasonable meal expenses
4. Personal phone calls
5. Alcoholic beverages
6. Non-conference related expenses (movies, plays, dancing, shopping, etc)

All reimbursable expenses must be listed on a claim form. You must sign the form(s) and turn it in to your principal. The principal then initials the form and turns it in to the Assistant Superintendent for his/her signature.