

School District of the City of Pontiac

PROFESSIONAL CONFERENCE/WORKSHOP REQUEST

EMPLOYEE ATTENDING*: _____ DATE: _____

BUILDING: _____ CELL PHONE**: _____ DOB**: _____

WORKSHOP NAME: _____

EVENT DATE(S): _____ LOCATION: _____

*AS SHOWN ON YOUR STATE ID/LICENSE (FOR AIRFARE PURPOSES) **NEEDED FOR AIRFARE AND/OR HOTEL RESERVATIONS

REASON FOR ATTENDANCE

- IS ALIGNED WITH SCHOOL/DISTRICT IMPROVEMENT GOAL/OBJECTIVE/STRATEGY #: _____
IS RELATED TO THE EMPLOYEE'S PROFESSIONAL GROWTH
IS AN ACTIVITY ALIGNED WITH THE PURPOSE OF THE FOLLOWING TEAM: _____
INITIATED BY ADMINISTRATION (PLEASE PROVIDE NAME): _____
WILL BE PRESENTING AT CONFERENCE/WORKSHOP

EXPENSES

1. REGISTRATION | AMOUNT \$ _____ PO # _____

DOCUMENTATION: FLYER/REGISTRATION FORM (ALL REQUESTS) AND AGENDA (MULTI-DAY TRAINING REQUESTS ONLY) MUST BE ATTACHED (IF ATTACHMENTS ARE MISSING, FORM WILL BE RETURNED WITHOUT PROCESSING)

VENDOR: _____ PHONE: _____

2. TRANSPORTATION | AMOUNT \$ _____ CONF # _____

MILEAGE: YES NO (REIMBURSEMENT RATE IS .58c OR CURRENT IRS RATE)***

SHUTTLE (TO/FROM AIRPORT/HOTEL): YES NO

PARKING (AT HOTEL AND/OR AIRPORT): YES NO

FLIGHT | DEPART AIRPORT: _____ DATE: _____ TIME: _____
RETURN AIRPORT: _____ DATE: _____ TIME: _____

3. HOTEL | AMOUNT \$ _____ CONF # _____

SOME HOTELS MAY REQUIRE GUESTS TO PROVIDE A CREDIT CARD FOR INCIDENTALS AT CHECK IN; THE DISTRICT DOES NOT COVER NOR PROVIDE A CREDIT CARD FOR THIS.

CHECK IN DATE: _____ CHECK OUT DATE: _____ PHONE: _____

VENDOR: _____ ADDRESS: _____

4. MEALS | # DAYS: _____ x \$50.00/DAY = \$ _____ (ONLY WHEN OVERNIGHT STAY AT A HOTEL IS REQUIRED)***

5. SUB NEEDED? YES NO

APPROVALS FOR CONFERENCE

SCHOOL AND/OR DIVISION ADMIN Signature and Date

ASSISTANT SUPERINTENDENT Signature and Date

SUPERINTENDENT Signature and Date (when applicable)

NOT APPROVED IF NOT APPROVED, REASON: _____

APPROVAL FOR FUNDING SOURCE

ACCOUNT TO CHARGE for #1-4: _____

ACCOUNT TO CHARGE for #5: _____

FUNDING SOURCE Signature and Date

*** MILEAGE AND/OR MEALS ARE REIMBURSED POST CONFERENCE/WORKSHOP (SUBMIT WITHIN 30 DAYS AFTER ON TRAVEL EXPENSE FORM)

PLEASE ENCLOSE ALL NECESSARY DOCUMENTATION & SUBMIT 30 BUSINESS DAYS IN ADVANCE

PROFESSIONAL CONFERENCE/WORKSHOP REQUEST (page 2)

QUESTIONS ON CONFERENCE/WORKSHOP:

1. How does this conference/workshop activity enhance your professional knowledge or skill set?
2. In what ways is this activity consistent with district and building school improvement plans?
3. In what way(s) will you use the new knowledge or skills learned to improve teaching and learning?
4. What evidence will be provided that the educational needs of the students have been addressed as a result of your attendance and participation in this conference/workshop activity?

PLEASE ENCLOSE ALL NECESSARY DOCUMENTATION & SUBMIT 30 BUSINESS DAYS IN ADVANCE

INSTRUCTIONS, LOGISTICS PROCESS AND REIMBURSEMENT REQUIREMENTS:

1. Fill out the conference request form completely and attach flyer/registration form and agenda.
2. Submit to your principal/supervisor for sign off.
3. Submit your request 30 days in advance to the **Curriculum & Instruction Office (CI)**.
4. The **CI Office** will review the request for purposes of signing off on the topic (in order to check that it aligns with what the district and schools needs are based on the SIP/DIP and to make sure that there are no other plans for the same topic) and confirms that all documents are attached. The **Grants Compliance & Billing Office (GCB)** will then review for possible grant funding (if applicable).
5. Once approved, the **CI Office** will arrange/confirm registration; you will receive an e-mail notifying you that you have been approved/registered.
6. The **GCB Office** will arrange transportation (air and/or land) and/or hotel (if applicable) once registration is confirmed by the **CI Office**; you will receive an e-mail notifying you of your transportation and hotel confirmation.
7. Hotel receipt/folio must be submitted to the **GCB Office** upon return to the district via e-mail, in-person or district mail; these should not be held/submitted with a Travel Expense request.
8. Certificate of completion or sign-in sheets (or equivalent) should be submitted to the **CI Office** as proof of attendance.
9. Any changes to hotel/airfare reservations must be made by the **GCB Office**. The requester must contact the GCB Office immediately so that any changes are made by the GCB Office on the requestor's behalf.
10. Mileage and/or meals (for the approved employee only) are reimbursed post conference/workshop.
 - a. All requests with the appropriate supporting documents must be submitted to the **GCB Office** within 30 days after the conference/workshop on an appropriately filled out/signed Travel Expense Form in order for it to be eligible for reimbursement. **Any Travel Expense request submitted after 30 days will not be eligible for reimbursement.**
 - b. All receipts must be attached on letter paper (taped away from printed area) and be original, itemized, and must not include alcoholic beverages (having alcohol on the bill/receipt will automatically deem the receipt ineligible for reimbursement even if it is blacked/scratched off) or additional guests. A combination of both a bill/receipt may be needed in order to meet the requirement of itemized. Separate bills/receipts may be necessary to meet the requirement of no alcohol and/or additional guests.
 - Bill vs Receipt - A bill is provided before you pay and shows an amount due to the vendor. A receipt is provided after payment and shows that you have paid (see Conference and Workshop procedure for examples).
 - c. Meals are reimbursed starting the travel day before the conference/workshop begins and the travel day on which the conference/workshop ends when overnight stay at a hotel is required (example: if a workshop ends/ a returning flight arrives at 1:00pm, we will not reimburse for a dinner). Travel days are reimbursed at 50% of the daily rate of \$50.00.
 - d. Gratuity on meals will be reimbursed at no more than 15% on cash paid receipts and actual on credit card paid receipts.
 - e. Parking is reimbursable as long as it is reasonable and necessary. Valet parking is not reimbursable.
 - f. Mileage is reimbursed at the IRS published rate and is calculated from the school, not the employee's residence. Carpooling is suggested when possible.
 - g. Transportation, parking and mileage for personal reasons while attending a conference/workshop is not reimbursable (example: cab to go to a restaurant for dinner, go shopping, etc.).