



Professional Development/Conference Request Guidance Document

Conference registrations will be paid directly by the Curriculum Office. Please use the following guidelines for any conference you wish to attend.

PRIOR TO CONFERENCE –Paperwork should be submitted 15 days before the conference.

- Please complete registration documents and registration form. If applicable, select workshops and meal choices. Complete all sections except "Actual Expenses".
- Complete both pages of the District's Professional Development/Conference Request Form (hereinafter referred to as the "PD Form") and attach all registration documents.
- If mileage will be charged, on the PD Form please estimate the number of round-trip miles traveled *from your building* (not your residence) and attach a copy of the Map Quest or Google Maps. If more than one person from the building will attend the same conference, please ride together, OR the mileage reimbursement will be split between participants.
- If applicable, please estimate the cost for meals on the PD Form. Note: if meals are provided by the conference, you will not be reimbursed for those meals. Reimbursement is capped at \$35 per day. Itemized original receipts are required for reimbursement.
- Obtain your supervisor's signature on the PD Form.
- If conference is paid from building accounts, please provide the account codes. If there is pre-approval and the Curriculum Office will provide the account number, please check the box showing approval has been obtained.
- You are responsible to make necessary hotel reservations, but the District will make the payment. Attached to the PD Form, provide the hotel name, address, dates for which you booked the room, lodging cost and confirmation number (if provided.) IMPORTANT: If in state, the District is exempt from 6% sales tax. Please make that clear to the reservationist when asking for the total due.
- Make a copy of all documents for your records.
- Send original to the Curriculum Office @ Gerisch.
- It is your responsibility to arrange for a substitute through the AESOP system.
- NO out-of-state conferences should be submitted without prior approval from the Superintendent.

You will receive a copy of the PD Form with the proper signatures. A copy will also be sent to the building administrative assistant.

UPON YOUR RETURN FROM THE CONFERENCE

- Complete the Actual Reimbursement to Employees column on a copy of the PD Form with all signatures. Direct that along with original itemized receipts for meals, lodging and any additional authorized expenses to Accounts Payable for reimbursement. Please include a copy of Map Quest/Google Maps if requesting mileage reimbursement.
- Return "Professional Development Summary of Conference Form" to the Curriculum Office.

OTHER DETAILS

- If you are unable to attend a conference for which you have registered, please contact both your building supervisor and the Curriculum Office as soon as possible.
- If you are not pre-approved for expenses, you will not be reimbursed.
- The administrative assistant will give you an affidavit for school business.
- In the event you use your own credit card for registration, reimbursement will not be made until proof of attendance and proof of payment is sent to Accounts Payable along with a signed PD form.