

Professional Development Conference Request Guidance Document

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. 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**. A flyer for the conference does NOT constitute a registration confirmation.
- **You will need to register and pay for the conference to receive an official registration confirmation.** If you don’t mind being reimbursed, then pay and submit the receipt and confirmation or speak with the Curriculum Office Administrative Assistant for a PO Number that will cover the expense.
- If mileage will be charged, on the PD Form please estimate the number of round-trip miles traveled and attach a copy of the MapQuest 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.
- Obtain your supervisor’s signature on the PD Form.
- If the 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 the 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 Substitute 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 lodging and any additional authorized expenses to Accounts Payable for reimbursement. Please include a copy of MapQuest/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.
- 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.