

SUPPORT STAFF - REQUEST FOR TRAVEL AND/OR ATTENDANCE AT A CONFERENCE

Please return this form to the ESP PDC Committee at least six (6) weeks prior to the conference.
ESP PDC Committee is to submit to Human Resource Office at least 30 or more days before conference.

To: **Building Principal / Department Supervisor** Date: _____

From: _____ Building/Dept: _____

VIA: 1. Principal or Department Supervisor Approve Disapprove _____
Signature Date

2. ESP PDC Representative: Approve Disapprove _____
Signature Date

Total Funding \$ _____

3. Asst. Supt. Human Resources Approve Disapprove _____
Signature Date

Please attach a completed Workshop/Conference Attendance Request form.

Name of Conference: _____ Sponsor: _____

Location: _____ Date of Conference: _____

Departure Time: _____ Return Time: _____

Please attach a copy of the conference brochure and a completed registration form.

Attendee's Signature _____
Signature Date

Please estimate the total cost of the trip. (See guidelines on the reverse side.)

\$ _____ Transportation (_____ miles @ 58.5¢ or coach airfare)

\$ _____ Lodging (only for trips 100+ miles outside the St. Louis area)

\$ _____ Per diem allowance (_____ days @ \$50) **ALL ORIGINAL RECEIPTS REQUIRED**

\$ _____ Member registration fee. Registration deadline date _____

I want the District to prepay and I have attached the completed registration form.

I will prepay upon approval and will request reimbursement.

\$ _____ Substitute nurse needed (_____ days @ \$105.00)

\$ _____ Amount requested to be paid by the District

NOTE: Reimbursement will not exceed total funding approved.

Charge Conference to: _____ Funding Approved
(circle one: PDC / C&I / fund / grant / school / department)

Please check and complete if appropriate:

I will I will not be getting travel expenses from the sponsoring organization.

I request an advance of \$ _____. (See reverse for guidelines.)

Registration fee payable to _____
(address) _____

For Office Use Only:
Route to: Principal/Supervisor
 ESP PDC Committee
 Human Resources
 Finance

Original requests must be submitted on gold paper.

I. Criteria for Approval of Requests for Travel

- A. Preference will be given to applicants who:
1. Can demonstrate that their request relates directly to the District goals and CSIP.
 2. Have important districtwide or building responsibilities in the areas addressed by the conference.
 3. State clearly how the district will benefit, how they will benefit, and how they will distribute the information.
 4. Have been asked to be on the program or who are working their way up in a professional organization.
 5. Have demonstrated ability to communicate previous learning to other staff members and to utilize new ideas in the classroom.
 6. Have not been financed for conference attendance in recent years.
 7. **Requests must be submitted in sufficient time (at least 30 days) to have Board approval in advance of the date of the conference.**
- B. Other considerations include:
1. The cost of the conference to the district.
 2. The amount remaining in the travel account.
 3. The number of requests from the same cost center, level, or subject area.
 4. The cost of bringing a consultant to the district on the same topic.
- C. Special consideration is given to employees who volunteer to pay all or part of their expenses.
- D. C&I funding is limited to District or Principal requests for:
1. staff to attend a conference and
 2. conference presenters.

II. Guidelines for Reimbursement

- A. Transportation (whichever is less)
1. 58.5¢ per mile for the driver only.
Set mileage for : Jefferson City, MO (270 miles, round-trip) - \$157.95; Columbia, MO (240 miles, round-trip)-\$140.40; Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$210.60; Kansas City, KS/MO (500 miles round-trip - \$292.50.
 2. Round-trip coach airfare.
- B. Per Diem. \$50.00 per diem to include meals, cab fare, parking, tips and all other expenses, pro-rated for partial days. Maximum meal reimbursement per meal: Dinner \$25, Lunch \$15, Breakfast \$15.
No reimbursement for meals included in registration.
- C. Registration Fees. The district will only pay the member rate.
- D. Day Trips
1. St. Louis area, (50 mile radius): Registration fees only
 2. Outside St. Louis area: Transportation will be paid according to the above guidelines, plus registration fees and reasonable reimbursement for meals.
- E. Overnight Trips (Must be more than 100 miles from the District)
1. Transportation will be paid according to the above guidelines.
 2. Registration fees paid in full at the member rate.
 3. Lodging fees paid at reasonable rate.

III. **Advances** (for lodging and/or airfare only) can be made upon request.

IV. Procedures

- A. ESP PDC committee will send you a copy of the conference form you submitted upon approval.
- B. Forms need to be included with the written report and for reimbursement after your trip.