

Professional Development Travel Guidelines

When traveling to professional development for the district, your expenses will be covered. The district will book your transportation and hotel. Transportation may be provided by school vehicles or air flights. Hotels are booked with two beds and two people to a room. Meals will be covered by the district credit card if you eat with the group. All conference registration and fees will be paid by the district. If the district pays for you to attend a conference, you are expected to be on time and attend all sessions. The administration may include other post-conference requirements.

For any meals not eaten with the group, the district will reimburse up to the allotted amount listed on the travel expenditure form.

If you are not traveling with the group, you are responsible for booking/providing your own transportation. The district will reimburse up to the allotted amount paid by the district to book transportation for the others in the group.

If you are traveling with your family, please check with the administrator in charge of your travel for information regarding room arrangements.

All receipts must be submitted with a district travel reimbursement form found on the professional development section of the district webpage. On the back of the receipt, print your name/s, school, conference, date and type of expenditure (ie.lunch or room or flight). All receipts must be itemized. We can't accept the receipt that just shows the total. We prefer a receipt that contains the employee's expenses only. If non-employees are on the receipt, circle the items that the employee ordered. Total those items and put that amount on the back of the receipt. Accounting will refigure with the appropriate taxes. You may not include any gratuities. No alcoholic beverages are allowed on the receipt. We can't accept your credit card statement as a receipt.

Meals are not reimbursed if the conference/workshop is one day and the attendee does not spend the night or if the conference/workshop provides the meal.

Complete the district travel reimbursement form and submit it with all receipts to the administrator in charge of your travel. Deadline to submit for payment is one week after returning from the trip.

If you are traveling alone, make arrangements with your administrator regarding a district credit card.

If there are exceptions to the above statements, the teacher will be notified prior to deciding to attend the professional development.