

Buckeye Career Center Employee Request For Professional Leave

Printed Name: _____

Substitute Needed? _____

Supervisor: _____

of Days of Leave: _____

Dates of Leave: _____ thru _____ Hours: From _____ to _____ Absence/Leave Code: PROF

Name of Meeting: _____ Location: _____

***Agenda & Internet map (Mapquest) directions (if mileage requested) must be attached PRIOR to approval.**

Print, sign, and submit form to your immediate supervisor.
Expense Reimbursement guidelines are listed on the back of this form.

ESTIMATED EXPENSES:

Personal Mileage: _____ miles x \$.555 = _____

OR: _____ I am traveling in school vehicle.

Meals: # of meals: _____

Registration Fee: _____ = _____

Lodging: _____ nights @ _____/night = _____

Hotel Name: _____

Miscellaneous: Identify and list separately. Include receipts.

Airfare _____
Cab Fares _____
Parking _____
Other _____

TOTAL Estimated Expenses: _____ = _____

ACTUAL EXPENSES paid for by myself:

ACTUAL: _____ miles @ .555= _____

ACTUAL meals: Day 1: _____
Day 2: _____

ACTUAL paid registration: _____

ACTUAL paid lodging: _____

ACTUAL Airfare: _____
Cab Fares: _____
Parking: _____
Other: _____

TOTAL Actual Expenses: _____

PreApproval: I verify that I am using leave pursuant to Article 9.

Employee's Signature **Date**

Supervisor's Signature **Date**

Asst. Superintendent's Signature **Date**

Superintendent's Signature **Date**

Approval for Reimbursement: I certify that the items of expense listed have actually been expended by myself. (Per Board Policy DLC-R)

___ Written summary attached.

Employee's Signature **Date**

Asst. Supt.'s Signature **Date**

Superintendent's Signature **Date**

Expense Reimbursement Guidelines

To Attend:

1. Travel Requests should be submitted through appropriate administrators and to the Superintendent no less than 30 days in advance of leave.
2. An agenda for the meeting should be attached if available.
3. An internet map (first page of directions only from Mapquest) for the MOST direct route to the meeting location with the starting and end points being from Buckeye Career Center must be attached to request for leave. A location closer to the meeting than BCC may be used, such as your home or your satellite school assignment.
4. Once approved, the form will be returned. The original form and attachments must be retained by attendee for reimbursement to be requested.

Estimated Expenses (Before Attending):

Mileage: Using internet map (Mapquest) (from step 3 above), type estimated miles and cost. If you will be traveling by school transportation & will have no mileage expenses, leave the mileage blank & check the statement, "I am traveling in school transportation".

If a professional leave form is used to request attendance at a meeting, then mileage must be turned in on the professional leave form. A monthly mileage sheet should not be used.

Meals: List number of meals that will need purchased. Meals will not be reimbursed for travel to or from a meeting, unless the meeting is out of state.

Itemized receipts for food must be submitted for reimbursement. No un-itemized credit card slips will be accepted. No alcoholic beverages can be listed on the itemized receipt. The school credit card cannot be used to pay for individual meals. If purchasing prior approved meals for students on a field trip, the credit card can be used. No tips will be reimbursed. If meals are included in registration, no meal reimbursement will be approved.

Registration: List registration cost.

Registrations \$50 and less must be paid by staff member and reimbursed after event. Registrations over \$50 being paid for in advance by the school must have a requisition and purchase order processed in advance. Registrations over \$50 may be reimbursed if paid by individual with appropriate receipt.

Lodging: If lodging is required: list number of nights, the rate per night and the hotel.

Overnight lodging and meals will not be reimbursed the night prior to the meeting, unless the meeting starts prior to 8:00 am and is more than 150 miles from Buckeye Career Center.

Lodging expenses must have a requisition and purchase order processed in advance to the school credit card company (currently First National Bank of Dennison). Tax exempt forms need to be requested prior to leave. Use of Sales Tax Exemption Form(s) is required. The school credit card should be used for any lodging expenses.

When two classified/certificated staff members of the same gender are attending a meeting that requires lodging, it is strongly recommended that they share rooms. If a non staff member shares the room, the staff member is responsible for any additional cost above the single room rate.

Miscellaneous: List estimated expenses for parking, etc.

Total Estimated Expenses: Total all expenses that are associated with this leave.

Actual Expenses (Upon Return From Event):

To be reimbursed: To be eligible for reimbursement, requests must be received within 60 calendar days after the approved activity.

Mileage: List actual mileage driven. If mileage differs from attached internet map due to traffic detour or change of meeting, include a written note of verifications noting the difference and reason why.

Meals: List total cost of meals for each day, including tax, that receipts are being attached for. Receipts must be itemized. No tips will be reimbursed.

Registration: If registration was paid for personally, attach receipt and fill in the amount.

Lodging: If hotel was paid personally, attach receipt showing a zero balance. Only costs that were NOT included in a purchase order should be listed.

NOTE: If a purchase order and school credit card were used to pay for hotel room, a receipt showing zero balance should be turned into the Treasurer's Office when credit card is returned.

Miscellaneous: List any expenses and attach itemized receipt.

Total Actual Expenses: Total all expenses that you personally should be reimbursed for and that you are attaching receipts for.

Written Summary: A written summary of the event attended must be turned in upon return. The summary should have attendee's name, date of event, name of event, and location of event listed in the upper right hand corner and a brief summary of what information/knowledge was covered and/or learned at the event.

Sign and return completed form with agenda, internet map (Mapquest), receipts, and written summary attached to the asst. superintendent.

For further information regarding air fares, car rentals, etc., please refer to Board Policy DLC-R, Expense Reimbursement.