**CONFERENCE INSTRUCTIONS**

Your request to attend the attached conference has been approved. As per your request,

* I HAVE REGISTERED YOU FOR THE CONFERENCE.

🞏 REGISTRATION WILL BE HANDLED BY YOU

At this time, you should make any other arrangements necessary for your conference, i.e. lodging, transportation.

If you require payment for any of these expenses prior to your conference, please complete a green sheet for payments to be processes. Checks are issued only on **Wednesdays** and need to be signed by your supervisor and received in the business office 5 days prior to date needed. You will need to allow enough time for the request to be processed and delivered to me.

You may also pay for any expenses yourself and submit the invoices on the conference expense as directed below. Your reimbursement will usually be within 30 days, depending on the time of submission.

**-------------------------------------------------------------------------------------------------------------------------------**

 **WHEN YOU RETURN:**

* 1. Blue form (**CONFERENCE**  **EXPENSE REPORT**) **MUST BE COMPLETED** **WITH ALL ITEMIZED RECEIPTS ATTACHED** and returned to Terri Rodgers in order to receive any reimbursement for expenses you incurred. **Note**: **the district does not reimburse for alcoholic beverages, snacks or any items not included with your meal(s).** Individual receipts are needed; however, if you submit a receipt with more than one employee meal charged, you must indicate the name of each employee included on the receipt.

**NO REIMBURSEMENT WILL BE RECEIVED FOR ITEMS WITHOUT RECEIPTS.**

2. Summary Report(The Summary Reportis now **on the back of the** **Conference Request Form.**) The Summary Report **must be completed** and also returned to Terri for review by Mr. Curry and The Board of Education.

**PLEASE NOTE:** The mileage rate is **$.58**  per mile as per **January 01, 2019**

1. Mileage will be paid only for travel to the assigned work area & home that **exceeds** the typical mileage traveled from home to the school building. **(Ex: If a typical commute to work is 10 miles, and you travel 15 miles for a work-related conference and/or workshop, reportable mileage would be 5 miles.)**
2. If travel is from home to destination and return to home, and the mileage is **less** than your typical mileage traveled from home to school building, **mileage would not be reimburseable**.
3. **Travel should be the most direct and economical route.**

Joseph A. Koluder, Jr.

Administrative Assistant for

Business Affairs

**Any questions??** Please contact Terri Rodgers - Extension 1402 or 694-1402.

DASD121918

DERRY AREA SCHOOL DISTRICT

 DERRY, PENNSYLVANIA 15627

 CONFERENCE / CONVENTION / ACTIVITY SUMMARY REPORT

1. Conference/Convention Attended or activity Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Dates of Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**\*Questions 3, 4 & 5 completed by Conference/Convention/Workshop attendees only*:\*\*

3. General Meetings Attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Small or Informal Meetings Attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. List Principal Speakers: **Asterisk those which you would recommend for in-service presentations at Derry Area School District.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Please list four things you have learned or will take back to your classroom from this activity.  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINCIPAL'S SIGNATURE**

**SUPERINTENDENT'S SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DASD/rrs/tlr

121918

**PROFESSIONAL STAFF:**

**THIS FORM MUST BE COMPLETED & SIGNED IN ORDER TO RECEIVE ACT 48 HOURS**

**DERRY AREA SCHOOL DISTRICT**

**982 N. CHESTNUT STREET EXT.**

**DERRY, PA 15627**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**REQUEST FOR CHECK**

Date

Requested by

Check to be issued to

Address

Amount $

Reason

Date check needed

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

***Requests must be approved by the building principal or your supervisor, unless this is***

***an advance for a conference which has been approved.***

**Approved by:**

**Account Code:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

***Please note:***

* *Request for checks must be received* ***five (5) days prior*** *to date needed;*
* *If the check is for reimbursement of expenses****, receipts must be attached****;*
* *If the check is* ***an advance****, receipts must* ***be submitted within 1 week****.*

Checkreq.62708.tlr

**EMPLOYEE TRAVEL PROCEDURES**

When traveling on approved School District business, employees are required to follow the guidelines stated below for reimbursement of job related expenses. Extenuating circumstances must be approved by the Superintendent or designee.

**Travel**

1. Mileage will be paid only for travel to the assigned work area and home that **exceeds** the typical mileage traveled from home to the school building. **(Ex. If a typical commute** **to work is 10 miles, and the employee travels 15 miles for a work-related conference and/or workshop, reportable mileage would be 5 miles.)**
2. If travel is from home to destination and return to home, and the mileage is less than the employee’s typical mileage traveled from home to the school building, mileage is not reimbursable.
3. Travel should be the most direct and economical route. The cost of air and car travel should be calculated to determine the lesser rate.
4. The business mileage rate is determined by the prevailing IRS mileage rate.
5. A rental vehicle may be necessary for the employee’s use while traveling on District business when taxi service and/or personal vehicle use is impracticable, more expensive, or not available. **Rental vehicles are not considered appropriate when the business** **purpose involves a prolonged stay at a single hotel/resort location within reasonable taxi cab or shuttle distance from both the conference and airport destination.** This cost should be calculated to determine the lesser rate.

**Meals**

1. For Pennsylvania State or Local conferences, the District will reimburse an employee up to **$75.00 per** **day**, excluding tips, for breakfast, lunch, and dinner.
2. For National or Out of State conferences, the District will reimburse an employee up to **$100.00 per day,** excluding tips, for breakfast, lunch, and dinner.
3. The District will reimburse for tips **up to 15%** for meals. If the establishment has a group rate, the District will reimburse for the group rate as long as it is documented on the bill.

**Other**

1. Expenditures for entertainment, laundry, valet service, etc. will not be reimbursable.
2. The District will reimburse employees for telephone and internet access/usage charges based on the employees’ documentation that such usage was urgent and for business purposes.

**Employee Reimbursement of Expenses**

1. **Conference Expense Report (Blue Form)** **must be completed with all itemized** **receipts organized and attached. It must be returned to Business Office in order for the employee to receive any reimbursement.** Any information missing will result in the form being returned to the employee for correction.
2. The District does not reimburse for alcoholic beverages, snacks or any items not included with your meal(s).
3. Individual receipts are needed. However, if an employee submits a receipt with more than one employee meal charged, the individual must indicate the name of each employee included on the receipt.
4. **There will be no reimbursement for items without receipts.**
5. The Summary Report on the back of the Conference Request Form **must be completed** and returned to the Business Office. It is reviewed by the Superintendent, Assistant Superintendent, and The Board of Education.