

**ENID PUBLIC SCHOOLS  
INSERVICE TRAINING REQUEST**

(To be submitted 10 days prior to workshop)

This Inservice Training Request will serve as an Expense Estimate for your travel expenses that are reimburseable according to EPS travel policy. Please review the attached travel expense reimbursement policy as you estimate expenses below.

1. Submitted by \_\_\_\_\_ Dept. \_\_\_\_\_ School \_\_\_\_\_  
 > (Employee requesting training)  
 > Employee's EPS e-mail \_\_\_\_\_
  
2. Convention, meeting, seminar name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Describe: \_\_\_\_\_
  
3. Convention, meeting, seminar dates: \_\_\_\_\_
  
4. Numbers of days absent from school: \_\_\_\_\_
  
5. Benefits of convention to the students, teacher and school district: \_\_\_\_\_  
 \_\_\_\_\_

List below on #6 all travel expenses associated with this inservice request, including the cost of a substitute (if needed). Use the attached travel reimbursement procedures and schedule of reimbursable expenses to estimate your expenses (**READ ALL INSTRUCTIONS**). Any expenses you wish to have paid directly by the district must be listed on a Request for Purchase to the vendor providing the service.

6. Cost Estimate:
  - a. Transportation ..... \$ \_\_\_\_\_  
 Miles, if by car \_\_\_\_\_
  - b. Registration or fees ..... \_\_\_\_\_
  - c. Lodging ..... \_\_\_\_\_
  - d. Meals ..... \_\_\_\_\_
  - e. Other (specify) ..... \_\_\_\_\_  
 \_\_\_\_\_

TOTAL ..... \$ \_\_\_\_\_

7. If approved for district expenses, **itemized** receipts are required for reimbursement. A report to the principal / superintendent is required. **(Approval order / routing A.B.C.D.)**

A. \_\_\_\_\_ B. \_\_\_\_\_  
 Employee – signature & date Principal – signature & date

C. \_\_\_\_\_ D. \_\_\_\_\_  
 Assistant Superintendent – signature & date Director of: – signature & date Prj.Code  
 Federal Programs or Special Services

**Approval of this Inservice Training Request will serve as approval of all attached and completed Expense Estimates and Requests for Purchase.**



*Karl A. White*  
**CHIEF FINANCIAL OFFICER**

500 S. Independence, Enid, OK 73701 | Phone 580.366.7000 | Fax 580.366.8900  
[www.enidpublicschools.org](http://www.enidpublicschools.org) | [kawhite@enidk12.org](mailto:kawhite@enidk12.org)

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DATE: FY 2015  
TO: Building Administrators / District Employees

**MEMO FROM:** Karl A. White, CFO

Re: **Arrangements for payment of registration and/or reimbursement for workshops, meetings and travel expenses**

MEMO:

This packet contains all forms and instructions required to pay for district sponsored travel and to be reimbursed for appropriate expenses you may personally incur. Meal expenses are only reimbursable when workshops or business travel require an overnight stay. If your overnight stay is not documented with a motel receipt, (i.e. you stayed with a relative or friend) then write and sign a statement on your EXPENSE CLAIM identifying your lodging arrangements.

**Packet Contents**

Regulations – Board Policy CHFA	contains all instructions for the direct payment and/or reimbursement of inservice training costs <b>PLEASE READ CAREFULLY IN ENTIRETY</b>
REQUEST FOR PURCHASE	to request direct district payment of registration (or other expense)

COMPLETE AND **RETURN ALL REQUIRED FORMS** TO THE BUSINESS OFFICE.

**ENID PUBLIC SCHOOLS  
REGULATIONS FOR BOARD POLICY: CHFA-R  
TRAVEL EXPENSE REIMBURSEMENT PROCEDURES**

**STEPS**

1. Please read these instructions carefully and completely before you attempt to make travel arrangements. You may contact the Director of Transportation @ 580-366-7063 for assistance in arranging any transportation and accommodations to be paid directly by the District. The Director of Transportation can also assist in obtaining the most economical transportation and hotel accommodations to be paid by employees and claimed for reimbursement.

Oklahoma Statutes authorize payment for legitimate documented travel expenses for school district employees attending conventions and workshops. These statutes and Enid Public Schools policies and regulations also allow registrations for meetings, airline travel, room accommodations and other travel related items to be arranged directly by the District by purchase order. However it is unlawful for the District to make payment (issue warrants) for any goods or services that have not been received. Due to these statutory restrictions the following additional guidelines are necessary.

- A. Enid Public Schools may issue purchase orders for registration, room reservations and air transportation for employees and Board Members making arrangements to attend approved workshops, seminars or conventions.
- B. Employees will submit REQUESTS FOR PURCHASE (you may reproduce this form) to each vendor for which they wish the District to directly pay travel expenses. Please obtain accurate pricing information to be included on REQUESTS FOR PURCHASE and *VERIFY THAT VENDORS WILL ACCEPT PURCHASE ORDERS FOR THEIR SERVICES.*
- C. The District will pay for services received upon receipt of itemized invoices. We will not pre-pay any services, reservations or transportation costs. (other than airline tickets)
- D. If vendors will not accept purchase orders with payment after services are rendered, then the employee must make his/her own arrangements to pay these costs directly and file for reimbursement after the trip is complete.

## SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES

Conference or Convention **Registration Fee** - including Workshops, Breakfasts, Luncheons and Dinners to be sponsored by the Conference or Convention. (Note: These items may be directly paid by the District, as long as vendors will accept our purchase orders and invoice after services are received.)

Round trip **Coach Rate Airfare** from Oklahoma City or Wichita to the conference city. Travel plans should be made as far in advance as possible in order to take advantage of discount fares. (Note: Arrangements to be made through the Director of Transportation, who can assist in obtaining discount fares.)

**Mileage** for use of a personal vehicle for out-of-district travel will be reimbursed at \$.325 per mile. Staff members are encouraged to travel by car for any meetings within 200 miles of Enid. **Mileage will be reimbursed according to the** Oklahoma Mileage Table found on the Oklahoma Department of Transportation (ODOT) website. [www.okladot.state.ok.us](http://www.okladot.state.ok.us) (See attached webpage prints.) If a staff member drives his/her vehicle to an out-of-state meeting, mileage will be reimbursed up to the cost of the average round trip coach rate to that city. **Toll fees and parking fees** are reimbursable with receipts.

**Lodging** will be reimbursed up to a rate not to exceed the convention single rate, plus applicable hotel/motel taxes. Lodging will be reimbursed for the same number of nights as the conference is in session. A conference beginning on Monday and ending on Wednesday would have two (2) nights of reimbursable lodging expenses. Additional days of lodging may be approved in advance by the approving administrative officer only if the workshop is located far enough to require an additional overnight stay. (In excess of three hours – one way travel time.) Receipts are required. Lodging may be prearranged through the Director of Transportation and reserved with a District purchase order. However, lodging cannot be guaranteed without a credit card number, and the district will not prepay lodging.

**Meals should not be charged to lodging bills unless the hotel/motel furnishes itemized meal receipts showing the food and beverage consumed. Remember that alcoholic beverages are not reimbursable. Meal or lodging receipts that include any alcoholic beverage charges are not reimbursable.**

## OKLAHOMA MILEAGE TABLE INFORMATION

**Mileage** for use of a personal vehicle for out-of-district travel will be reimbursed at \$.325 per mile. Staff members are encouraged to travel by car for any meetings within 200 miles of Enid. **Mileage will be reimbursed according to the** Oklahoma Mileage Table found on the Oklahoma Department of Transportation (ODOT) website. [www.okladot.state.ok.us](http://www.okladot.state.ok.us)

- (or view website on Enid Public Schools SharePoint / Intranet by clicking on Helpful Links (to the right of page) – Oklahoma Mileage Table Information.
- or view website on the Central Office SharePoint / Intranet tab by clicking on Links (to the right of page) – Oklahoma Mileage Table Information.

If a staff member drives his/her vehicle to an out-of-state meeting, mileage will be reimbursed up to the cost of the average round trip coach rate to that city. **Toll fees and parking fees** are reimbursable with receipts.

*(This information is located in the document: Regulations for Travel Expense Procedures)*

Note:

You may duplicate the Request for Purchase  
located on the next page  
for each vendor  
you want the district to pay directly.



# REQUEST FOR PURCHASE

ENID PUBLIC SCHOOLS #57

It is requested that materials and / or supplies listed below purchased for: School / Bldg. \_\_\_\_\_

Materials / Services requested by \_\_\_\_\_

Name \_\_\_\_\_

Request Date \_\_\_\_\_

Grade Level / Dept. / Subject \_\_\_\_\_

P.O. No \_\_\_\_\_

VENDOR No. \_\_\_\_\_

PLEASE COMPLETE ONLY THE UNSHADED AREAS. USE CURRENT CATALOG INFORMATION. EXTEND PRICING FOR MULTIPLE UNITS. INCLUDE SHIPPING IF APPLICABLE. ONE COPY TO BUSINESS OFFICE - RETAIN ONE FOR YOUR FILES.

**VENDOR, NAME AND CURRENT ADDRESS**

Quantity Ordered	Catalog No.	Description	Unit Price	Extended Price																
					FY	FU	PROJ	FUNC	OBJ	PRO	SUBJ	JOB	LOC							
COMPUTE		AND LIST YOUR ORDER	TOTAL																	

SUPERINTENDENT

CHIEF FINANCIAL OFFICER

SUPERVISOR / DEPT. HEAD

PRINCIPAL