

Lancaster County Public Schools

"Learning Today, Leading Tomorrow"

Professional Leave Procedure

Employee Responsibility:

1. Create absence request in Absence Management
2. Complete a Professional Leave Form, attach to absent request
3. Attach supporting documentation of conference or meeting to absence request

Travel Arrangements/Conference Registration:

1. The employee may handle their own conference registration and hotel reservations and pay for all fees associated with the activity, and then submit for reimbursement. (After absence is approved) **Preferred Method**
2. The School Board Office will process event registrations and/or hotel reservations for the employee.
 - a. Complete an Event Registration/Reservation Request Form must be attached at the time of the absence request
 - b. After the event, documentation showing that the employee attended the event, as well as the hotel settlement statement, if applicable, should be sent to the School Board Office (Attn: Debbie Pulliam)
 - c. Qualifying meals or other associated expenses must be paid for by the employee, and then submitted for reimbursement. (Attn: Debbie Pulliam)
3. IN CASE OF CANCELLATIONS: Employees are responsible for cancelling their hotel reservations and/or registration. Failure to do so will result in the employee reimbursing the school division, either by check or by payroll deduction.

Meal Reimbursements:

1. Meals qualify for reimbursement if the following applies:
 - a. Overnight travel, provided the meal is not included as part of the conference fee or
 - b. Day trips - breakfast and lunch are not reimbursable. Dinner will qualify for reimbursement if the employee's return time (directly from conference) is expected to be after 6p.m.
2. Reimbursement rate:
 - Breakfast - Not to exceed \$10.00
 - Lunch - Not to exceed \$15.00
 - Dinner - Not to exceed \$20.00

Processing of Reimbursement Requests:

1. To submit for reimbursement, use the Request for Reimbursement of Expenses Form. Proof of expense, where applicable, includes original credit card receipts, a hotel settlement statement and parking receipts. Have your supervisor approve the reimbursement request and send it to the School Board Office, Attn: Jennifer Benson.

When to Expect Reimbursement:

1. Checks are processed twice a month. Please see Account Payable Schedule.