

Guidelines for Conferences and Workshops Professional Leave

Please complete the Professional Leave Approval eForm. This starts the request for approval

- Attach copy of registration form and/or event information
- Enter all applicable costs that you request be paid for

and enter the **Requisition(s)** in ADS as applicable:

by the secretary (for Special Ed, Guidance, Library, Principal, Secretary, Athletics) or Dawn (for teacher PD)

- Requisition for conference registration cost > charge Conference exp line
- Separate Req to the hotel (if lodging is applicable) > charge Travel exp line
- Separate Req to reimburse employee for lodging, meals, mileage (if appl) > charge Travel exp line

Requisitions for Instructional staff are entered by Dawn who oversees the Instructional professional development funds available.

The secretary or department must enter the Conference Requisitions for all other staff i.e. principal, secretary, Special Ed, library, athletic, technology, transportation, SNP, central services, etc.

Barb will approve that the funds are available. The eForm is then routed to Dawn for approval to attend the conference requested.

If approved, then the funds will be encumbered through the purchase order(s), the purchase order and the registration form will be submitted to the presenting organization.

The approved eForm is returned to the employee and should be submitted following attendance to the conference with the actual mileage indicated on the lower half of the form for reimbursement (if applicable and pre-approved).

The Applicant signs this STEP 2, then the Supervisor signs STEP 2 to approve payment as verification of their attendance at said conference and other expenses (if applicable). Submit to A/P Becky.

Note, all reimbursements other than mileage require original receipts.

Proof of conference attendance is also required. Some form of documentation from the conference must be attached and sent to Becky in Accounts Payable.

Please note: The Application for Pre-Approval of Conference Expenses is to be submitted at least (15) fifteen days prior to the REGISTRATION DEADLINE (not the date of the actual conference). This is necessary to allow time to process an accounts payable check with the next warrant when registration can not be held with only a purchase order.

Also note: Many hotels will not guarantee holding reservations without credit cards, in this case we request that the employee hold the reservation on a personal credit card and we can cut the accounts payable check and send it with the employee to pay for the hotel stay.

Or the employee can choose to charge the lodging on their own credit card and submit the bill for reimbursement after the conference.

I hope this helps to explain the guidelines so that we can expedite your requests as efficiently as possible.

If you have any questions, please contact me.

Barb Van Deventer

August 2020