

Henry-Senachwine Community Unit District 5

1023 College Avenue
High School
Dr. Jon Hill, Principal
1023 College Avenue
Henry, IL 61537
Phone 309-364-2829

Phone: 309-364-3614
Fax: 309-364-3217
Dr. Michael S. Miller, Superintendent

Henry, Illinois 61537
Grade School
Dr. Julie Nelson, Principal
201 Richard Street
Henry, IL 61537
Phone 309-364-2531

REQUEST TO ATTEND A CONFERENCE/WORKSHOP/CONVENTION

Date of Request: _____

Name of Staff member: _____

P.O. Number: _____

Conference Name: _____

Conference Location: _____

Date(s) of Event: _____

Time of Event: _____

Substitute Needed? **Yes** **No**

Grant Funds (office use only) **Yes** **No**

Estimated Costs:

Account # _____

Registration fees: _____

Mileage (lesser of round trip school or home to venue)

\$0.575 (2020) x miles _____

Food: _____

Housing: _____

Other: _____

TOTAL: \$ _____

Staff Member's Signature Date

Principal's Signature Date

Approved: _____

Denied: _____

Superintendent's Signature Date

BOTH SIDES OF FORM MUST BE COMPLETED TO BE APPROVED/REIMBURSED

Updated 1/7/20

**EXHIBIT A – HENRY-SENACHWINE CUSD 5
PERMISSIBLE TRAVEL EXPENSES**

Types of Official Business Applicable to this Policy. The School District shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official School District business. Types of official School District business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the School District’s mission.

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of travel – 2019 \$0.58 / mile 2020 \$0.575 / mile
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare or Public Transportation	Actual reasonable rate
<hr/> Maximum Reimbursable Rates for Meals <hr/>	
Per Day	\$ 50.00 per day
<hr/> Maximum Reimbursable Rates for Lodging <hr/>	
Chicago & Suburban Cook County	\$ 350.00 per night
DuPage, Kane, Lake, McHenry and Will Counties	\$ 350.00 per night
All other Illinois Counties	\$ 250.00 per night
Outside of Illinois	As approved by the Board

The following expenses **shall not** be reimbursable:

Alcoholic beverages, personal items, and expenses not necessary for official school district business.