



### Staff Development Requests Requirements

Each building has a **Conference Request** form that must be completed and approved by the building Staff Development Team and Coordinator before filling out the Professional Conference Travel Form. **In order to process this request, registration must be turned in TWO WEEKS prior to the conference deadline.**

Once the request form is approved, please follow the procedures below:

- **EACH** participant must complete the **Professional Conference Travel Form (PCTF)** in order for your request to be processed.
- To ensure all information is accurate, your building **Staff Development Coordinator** must review the completed PCTF.
- The PCTF must be signed by your Staff Development Coordinator and the Building Principal.
- Once approval is granted, it must be submitting it to Julie Schmitz, Executive Secretary to the Director of Teaching, and Learning & Assessment at the District Office. Once received, the processing procedure will begin.

### Reminders:

Along with the conference information, a **MapQuest document** should also be attached.

- You will receive confirmation via email once the request has been processed.
- **Meals:** Will be reimbursed only if they are not provided by the event. Reimbursements will be via receipts submitted after travel conference date to Sue Tupy, Accounts Payable. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions. Meals not provided by the event will be reimbursed up to \$8.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner.
- **Incidentals** (example: parking, cab ride): Reimbursement will be based on actual cost with a receipt.
- **Mileage:** District car must be reserved through your Staff Development Coordinator along with a copy of **MapQuest**. Failure to reserve car and/or attach a MapQuest will result in a returned form to applicant and delay in processing. Automobile travel will be reimbursed at the mileage rate set by the School Board in Policy 731 ONLY if District car is unavailable. **If an employee would rather use their own car, rather than a school car when a school car is available, we will reimburse the employee at the following rate: Number of miles driven/divided by 20 MPG/times the rate per gallon for unleaded fuel on that day.**
- A staff member is allowed an overnight stay only if the distance from their home or workplace is over 120 miles one way.
- If a two week notice is not given, the staff member will be expected to pay and be reimbursed upon filling out the Professional Conference Travel Form.
- Registration fees and lodging shall be arranged through Julie Schmitz, Executive Secretary to the Director of Teaching, and Learning & Assessment at the District Office.

➤ **Nancy DuBois: Teaching, Learning & Assessment**  
Phone: 952-758-1740 Email: ndubois@np.k12.mn.us

**Julie Schmitz: Executive Assistant**  
Phone: 952-758-1741 Email: jschmitz@np.k12.mn.us

**Sue Tupy: Accounts Payable**  
Phone: 952-758-1705 Email: stupy@np.k12.mn.us



Name \_\_\_\_\_ Phone# \_\_\_\_\_

Home Address \_\_\_\_\_

Building \_\_\_\_\_ Names of others attending \_\_\_\_\_

Account Code (s) \_\_\_\_\_

Conference Information

Conference Name \_\_\_\_\_

Conference Address \_\_\_\_\_

School Phone# \_\_\_\_\_ Dates \_\_\_\_\_ Web Address \_\_\_\_\_

Conference Amount \_\_\_\_\_

Travel Expenses

Please keep all receipts for travel expenses not covered by the conference. These receipts will need to be attached to a completed reimbursement claim form and approved by the Staff Development Coordinator and supervisor. Once the form is completed and signed, it will need to be forwarded to accounts payable for reimbursement. If a receipt is lost or misplaced a reimbursement cannot be made. The present per diem amounts of \$8.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner will be the reimbursement caps. You are allowed to add up to a 15% tip if it is shown on a credit card receipt. As a reminder, no alcohol will be reimbursed. Parking will be reimbursed based on actual cost with a receipt. If an employee would rather use their own car, rather than a school car when a school car is available, we will reimburse the employee at the following rate: Number of miles driven/divided by 20 MPG/times the rate per gallon for unleaded fuel on that day.

Hotel Information

Hotel Name \_\_\_\_\_ Hotel# \_\_\_\_\_

Hotel Address \_\_\_\_\_

Date of Arrival \_\_\_\_\_ Date of Departure \_\_\_\_\_ Hotel Amount \_\_\_\_\_

Out of State Conference / Flight Information

\_\_\_\_\_ Early Morning \_\_\_\_\_ Mid Morning \_\_\_\_\_ Mid Afternoon \_\_\_\_\_ Early Evening \_\_\_\_\_ Evening after 7 pm

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Flight Amount \_\_\_\_\_

Staff Development Coordinator

District Car reserved \_\_\_\_\_ Car # \_\_\_\_\_ Date \_\_\_\_\_ District Car not available \_\_\_\_\_ Employees' Personal Car \_\_\_\_\_

District car is to be reserved through your Staff Development Coordinator and MapQuest directions must be submitted along with this form

Total Mileage \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

\*\*\*Teacher is responsible to secure a Sub through AESOP.....Sub needed \_\_\_\_\_ Yes \_\_\_\_\_ No # of days sub is needed \_\_\_\_\_

Office Use Only

Total Conference Amount \_\_\_\_\_

Date District Office Received \_\_\_\_\_ Date Sent to Accounts Payable \_\_\_\_\_ Registration Payment \_\_\_\_\_

Name \_\_\_\_\_ Code \_\_\_\_\_

Conference: Charged to Visa \_\_\_\_\_ Send Check \_\_\_\_\_ Paid with PO# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date of Registration \_\_\_\_\_ Online \_\_\_\_\_ Faxed \_\_\_\_\_

Hotel: Charged to Visa \_\_\_\_\_ Send Check \_\_\_\_\_ Confirmation # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date of Reservation \_\_\_\_\_ Held with Visa \_\_\_\_\_ With Tax \_\_\_\_\_ Without Tax \_\_\_\_\_

Flight: Charged to Visa \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

I declare that this claim is just, correct and that no part of it has been paid.

Signature of Employee \_\_\_\_\_ Principal \_\_\_\_\_

Director / Superintendent \_\_\_\_\_ Staff Development Team \_\_\_\_\_