



THE SCHOOL DISTRICT OF
UNIVERSITY CITY
Transform the Life of Every Student Every Day!

SUPPORT STAFF – REQUEST FOR TRAVEL AND/OR ATTENDANCE AT A CONFERENCE

(Please return this form to the ESP PDC committee at least 6 weeks prior to the conference. ESP PDC Committee is to submit to Human Resource Office **at least 30 days** before conference.)

To: **Building Principal/Department Supervisor**

Date:

From:	Building/Dept:
-------	----------------

Via: 1. Principal or Department Supervisor Approve Disapprove Signature: _____ Date: _____
 2. ESP PDC Rep: Approve Disapprove Signature: _____ Date: _____
 Total Funding \$ _____
 3. Asst. Supt. Human Resources Approve Disapprove Signature: _____ Date: _____

Teachers: Please attach a completed Workshop/Conference Attendance Request form.

Name of Conference: _____ Sponsor: _____

Location: _____ Date of Conference: _____

Departure Time/Date: _____ Return Time/Date: _____

Please attach a copy of the conference brochure and a completed registration form.

Attendee's Signature: _____ Date: _____

Please estimate the total cost of the trip. (See guidelines on the reverse side.)

\$ _____ Transportation (_____ miles @ .58¢ or coach airfare)

\$ _____ Lodging (only for trips 100+ miles outside St. Louis area)

\$ _____ Per diem allowance (_____ days @\$55) **ALL ORIGINAL RECEIPTS REQUIRED.**

\$ _____ Member registration fee. Registration deadline date _____
 I want the District to prepay, and I have attached the completed registration form.
 I will prepay **UPON APPROVAL** and will request reimbursement.

\$ _____ Amount requested to be paid by the District

Note: Reimbursement will not exceed Total Funding approved.

Charge conference to _____ Funding Approved _____

Please check and complete if appropriate:

- I will I will not be getting travel expenses from the sponsoring organization.
- I request an advance of \$ _____ (See reverse for guidelines.)

Registration fee payable to _____

 (address) _____

- Route to:
- Principal/Supervisor
 - ESP PDC Committee
 - Human Resources
 - Finance
 - Curriculum & Instruction

I. CRITERIA FOR APPROVAL OF REQUESTS FOR TRAVEL

- A. Preference will be given to applicants who;
- Explain how their request relates directly to District goals and CSIP.
 - Have important District-wide or building responsibilities in the areas addressed by the conference.
 - State clearly how the District will benefit, how they will benefit, how students will benefit, and how they will disseminate the information.
 - Have been asked to be on the program or who hold an office in the professional organization.
 - Have demonstrated ability to communicate previous learning to other staff members and to utilize new ideas in the classroom.
 - Have not been financed for conference attendance in recent years or the current year.
 - **Requests must be submitted in sufficient time (at least 30 days) to have Board approval in advance of the date of the conference.**
- B. Other considerations include:
- The cost of the conference to the District.
 - The amount remaining in the travel account.
 - The number of requests from the same building, level, or subject area.
 - The cost of bringing a consultant to the District on the same topic.
- C. Special consideration is given to employees who volunteer to pay all or part of their expenses.

II. GUIDELINES FOR REIMBURSEMENT

- A. Transportation (whichever is less)
- .58¢ per mile for the driver only
 - Set mileage for: Jefferson City, MO (270 miles, round-trip) - \$156.60; Columbia, MO (240 miles, round-trip) - \$139.20; Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$208.80; Kansas City, MO/KS (500 miles round-trip) - \$290.00.
 - Round-trip coach airfare, bus fare, train fare or other mode of transportation.
 - Day before travel is acceptable only for early morning conferences and must be preapproved by Building PDCs.
- B. Per Day: \$75 per day max. to include meals, meal tips, cab fare, parking, luggage fees, Uber, and taxes. Pro-rated for partial days: conference day =3 meals, travel day = 1 meal (contingent on time of travel), No reimbursement for meals included in registration. **Submit ALL original receipts with Conference Reimbursement Form within 30 days. Funds will be reimbursed for preapproved amounts only.**
- C. Registration Fees: The District will pay only the member rate, but not memberships.
- D. Day Trips
- St. Louis area (50 mile radius): Registration fees only.
 - Outside St. Louis area: Transportation will be paid according to the above guidelines, plus registration at the member rate and reasonable reimbursement for meals.
- E. Overnight Trips (Must be more than 100 miles from the District)
- Transportation will be paid according to the above guidelines.
 - Registration fees paid at the member rate.
 - Lodging fees paid at reasonable rate including taxes.

III. ADVANCES (for lodging and/or airfare only) can be made upon request.

- A. All original receipts must be submitted within 30 days of conference attendance.
- B. Any advance funds that do not accompany an original receipt must be returned to Finance within 30 days.

IV. PROCEDURES

- A. Curriculum & Instruction will send you a copy of the conference form you submitted upon approval. Forms will be included for the written report and for reimbursement after your trip.
- B. The secretary and PDC Representative will receive a copy of the approved conference form.