

ALLEN COUNTY SCHOOL DISTRICT  
PROFESSIONAL MEETING EXPENSE STATEMENT

MUNIS CODE \_\_\_\_\_

Submit this form to the Principal and Superintendent for **PRIOR APPROVAL**. Complete ALL Items.  
**ATTACH MEETING REGISTRATION FORM**

1. Name \_\_\_\_\_ School/Work Site \_\_\_\_\_
2. Name of Meeting \_\_\_\_\_ Date of Application \_\_\_\_\_
3. Date (s) of Meeting \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_
4. Place of Meeting \_\_\_\_\_
5. Rationale for Attendance \_\_\_\_\_  
\_\_\_\_\_
6. Does Meeting count toward required professional development/leadership hours? ☐ Yes ☐ No
7. Prior approval: Principal \_\_\_\_\_ Superintendent \_\_\_\_\_
8. Expenses paid by: ☐ Board ☐ PD ☐ Spec Ed ☐ KETS ☐ Other \_\_\_\_\_
9. Report required: ☐ Yes ☐ No Report Due Date: \_\_\_\_\_
10. Sub needed: ☐ Yes ☐ No

**EXPENSES**

**ALL CLAIMED EXPENSES MUST BE DOCUMENTED WITH RECEIPTS**

Estimate (Before Trip)		Actual (After Trip)
\$ _____	Miles at .41 cents per mile _____	\$ _____
\$ _____	Commercial Travel (attach Ticket)	\$ _____
\$ _____	Registration Fee	\$ _____
\$ _____	Lodging _____ Number of nights	\$ _____
\$ _____	Parking and Tolls	\$ _____
\$ _____	Meals (ONLY WITH OVERNIGHT TRAVEL)	\$ _____
	<i>Maximum allowable gratuity is 18%</i>	

**REIMBURSEMENT FOR MEALS WILL ONLY OCCUR WHEN THERE IS OVERNIGHT TRAVEL  
AND BE LIMITED TO THE FOLLOWING MAXIMUMS:** (See reverse for explanation)

**Full Day - \$30.00**

**Half Day - \$15.00**

\$ \_\_\_\_\_ TOTAL ESTIMATE TOTAL CLAIMED EXPENSES \$ \_\_\_\_\_

I CERTIFY THAT THE ABOVE IS A TRUE AND EXACT REPORT OF MY EXPENSES FOR THE ABOVE NAMED MEETING.

Signed \_\_\_\_\_

Revised 9/16/19

## **PROFESSIONAL MEETINGS / TRAVEL REIMBURSEMENT**

In recognition of its responsibility to provide Allen County staff members with opportunities for professional growth, the following guidelines have been established governing staff attendance and / or participation in programs designed to further the growth of its participants.

- A. Following approval by the Principal and Superintendent, this form will be returned to the person requesting the professional meeting.
- B. After the meeting, enter all actual expenses; attach all necessary receipts for expenses claimed with a completed purchase order to the Central Office.
- C. This form shall be used for all activities and conferences requiring absence from normal duties even though expenses are not claimed.
- D. Approval of the building Principal or immediate supervisor and the Superintendent must be granted before the final arrangements are made by the staff member.
- E. In most instances only one (1) staff member will be approved for attendance at the same meeting or conference.
- F. A written or oral report may be required. This will be so indicated by the Superintendent or Principal.
- G. All requests for professional meetings are subject to the final approval of the Superintendent and / or the Board of Education. Approval will be determined on the basis of available funds, contribution to professional growth and tasks to be performed by the individual requesting professional leave.
- H. All receipts covering costs incurred while attending meetings must be presented to the Treasurer with this form completed before staff members can be reimbursed for their expenses.
- I. The Allen County Board of Education MAY:
  - 1. Pay expenses in the amount of forty-one (.41) cents per mile for travel by private automobile. In the event of more than one person attending the same meeting the Superintendent shall designate which staff member (s) shall be paid mileage. All mileage is calculated from school location if traveling on regular school day. If traveling on weekend days, you may calculate mileage from home.
  - 2. Pay public transportation fares whenever this is judged by the Superintendent to be the most satisfactory form of transportation.
  - 3. Pay for food\* when there is overnight travel based on the following:  
Day of departure: 1/2 day - \$15 (unless departing prior to 6:30 a.m. local time then a full day may be claimed - \$30)  
Day of return: 1/2 day - \$15 (unless returning after 5:00 p.m. local time, then a full day may be claimed-\$30)  
*\*Maximum allowable gratuity will be 18%.*
  - 4. Pay for public lodging, parking & tolls, and meeting registration.

The reimbursable expenses shall be indicated to the staff member by the Superintendent prior to the professional meeting, which is to be attended.