

**Allen County School District
Meeting Request/Expense Form**

Munis Code

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

Employee Name			
School/Work Site		Date Submitted	
Meeting/Conference Information			
Name of Event			
Location		Meeting Dates	
Departure Date & Time		Return Date & Time	
PD/Leadership Hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sub Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rationale for Attendance			

EXPENSES		
ALL CLAIMED EXPENSES, EXCEPT MILEAGE, MUST BE DOCUMENTED WITH ITEMIZED RECEIPTS		
Paid By	<input type="checkbox"/> SBDM <input type="checkbox"/> Board <input type="checkbox"/> ECE <input type="checkbox"/> KETS <input type="checkbox"/> Other: _____	
Estimated Cost (Before Trip)	Category <i>(See reverse side for guidelines and maximum reimbursements.)</i>	Actual Cost (After Trip)
\$	Mileage (_____ miles x _____ cents/mile)	\$
\$	Commercial Travel	\$
\$	Registration Fee <i>(Attach Meeting Registration Form)</i>	\$
\$	Lodging (# of nights: _____) Rate: _____ <i>(\$250/ night max)</i>	\$
\$	Meals <i>(Overnight only; Full Day \$40 max; 1/2 Day \$20 max; 18% Tip Max)</i>	\$
\$	Parking/Tolls	\$
\$	Other (specify):	\$
\$	← Total Estimate	Total Claimed Expenses → \$

Prior Approval
The form must be completed, and the Munis Code must be included before the superintendent approves it.

Principal / Supervisor: _____ **Superintendent** _____

Employee Certification (Complete AFTER Trip within 7 days): I certify that the above expenses are accurate and comply with district policy and guidelines (see reverse side).

Actual Departure Date & Time: _____ Actual Return Date & Time: _____

Employee Signature: _____ Date: _____

PROFESSIONAL MEETINGS

Allen County Schools supports staff professional growth by allowing attendance at professional meetings and conferences. The following guidelines apply:

- **Pre-Approval:** Before making final arrangements, this form must be approved by the Principal/Immediate Supervisor and Superintendent. Approved forms will be returned to the requester.
- **After the Event:** Actual expenses must be recorded, itemized receipts must be attached, and the completed form must be submitted to the Central Office within **7 days**.
- **All Professional Meeting/Travel Absences:** This form must be completed even if no expenses are claimed.
- **Reimbursement Conditions:**
 - **Mileage** - Reimbursed per Kentucky state rates. If multiple employees attend the same event, the Superintendent will determine mileage reimbursement eligibility. School-day travel mileage is calculated from the school; weekend travel may be calculated from home.
<https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx> Below is a standard round-trip mileage chart for common travel locations.

Location	Mileage	Location	Mileage	Location	Mileage
Barren River Lodge	28	Glasgow	50	Louisville	250
Bowling Green	60	GRREC	60	Nashville	130
Cave City	75	Hopkinsville	179	Owensboro	200
Elizabethtown	160	Lexington	330	Richmond	380
Frankfort	320				

- **Public Transportation** - Covered when deemed the most suitable option by the Superintendent.
- **Meals** (Overnight Travel Only):
 - **Day of Departure** - \$20 for half-day travel, \$40 if departing before 6:30 a.m.
 - **Day of Return** - \$20 for half-day travel, \$40 if returning after 5:00 p.m.
 - The maximum allowable gratuity is 18%.
- **Other Expenses:** Parking, tolls, and registration fees are reimbursable.
- **Lodging:** Must be at the conference hotel when available, with a maximum rate of \$250 per night (before taxes/fees) unless pre-approved by the Superintendent. Overnight stays are reimbursed for events over 50 miles from the Central Office unless an exception is granted.

All requests for professional meetings are subject to the final approval of the Superintendent and/or the Board of Education. Approval will be based on available funds, the individual's contribution to professional growth, and the tasks to be performed by the individual requesting professional leave.