

La Grande School District #1 REQUEST FOR STAFF DEVELOPMENT FUNDS

Name _____ School _____ Date(s) of Event _____

Briefly describe the workshop/conference/class and how it will help you achieve your professional and School Board goals.

(Attach additional sheets, if necessary.)

SOURCE OF FUNDING (not to be combined with Title Funds)

LEA \$ _____ OSEA \$ _____ Other: _____ \$ _____

_____ Date _____ _____ Date _____

Signature for funding source _____ Signature for funding source _____

Is Substitute needed? Yes No # of Days: _____ Source of Sub Funding _____ Initial _____ Cost \$ _____

LODGING <i>RECEIPT MANDATORY</i> Hotel/Motel _____ Attach motel information to form. Have you reserved your room? <input type="checkbox"/> Yes <input type="checkbox"/> No Dates _____ Cost/day w/tax \$ _____ Confirmation No. _____ Rooming with _____ Over Night Parking (receipt required) \$ _____ <div style="border: 1px solid black; padding: 5px;"> REQUISITION # _____ Account # _____ \$ Amount Requested _____ \$ Amount Received _____ </div>	TUITION/WORKSHOP/REGISTRATION FEE <i>BACKUP REQUIRED OR FORM WILL BE RETURNED</i> Have you pre-registered for this Conference/Workshop? <input type="checkbox"/> Yes <input type="checkbox"/> No Workshop/Conference/Class Title _____ Date Due _____ Cost \$ _____ Location _____ <div style="border: 1px solid black; padding: 5px;"> REQUISITION # _____ Account # _____ \$ Amount Requested _____ \$ Amount Received _____ </div>
--	---

TRAVEL/MILEAGE <i>IRS APPROVED RATE</i> Are you the driver? <input type="checkbox"/> Yes <input type="checkbox"/> No Who is traveling together? _____ Round Trip Mileage: _____ Rate: _____ Total \$ _____ Flight (receipt required) \$ _____ Have you made your flight reservations? <input type="checkbox"/> Yes <input type="checkbox"/> No Long Term Parking (receipt required) \$ _____ <div style="border: 1px solid black; padding: 5px;"> REQUISITION # _____ Account # _____ \$ Amount Requested _____ \$ Amount Received _____ </div>	MEALS <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thurs</th> <th>Friday</th> <th>Sat</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Breakfast \$10.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Lunch \$10.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Dinner \$20.00</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TOTAL \$</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px;"> REQUISITION # _____ Account # _____ \$ Amount Requested _____ \$ Amount Received _____ </div>		Sun	Mon	Tue	Wed	Thurs	Friday	Sat	Total	Breakfast \$10.00									Lunch \$10.00									Dinner \$20.00									TOTAL \$								
	Sun	Mon	Tue	Wed	Thurs	Friday	Sat	Total																																						
Breakfast \$10.00																																														
Lunch \$10.00																																														
Dinner \$20.00																																														
TOTAL \$																																														

TOTAL AMOUNT REQUESTED (Sub Cost, Lodging, Tuition, Travel, Meals) \$ _____

Principal, Supervisor or Director Signature _____ Date _____ Employee Signature _____ Date _____

OBTAIN APPROVAL FOR THIS ACTIVITY FROM YOUR SUPERVISOR.

La Grande School District -Accounts Payable Department
Request for Staff Development

Instructions

Request for Staff Development Forms are to be submitted at least 4 weeks in advance, and only one workshop/conference per request form. Each request must include all information needed to register you for workshop/conference and hotel/flight reservation. Have you pre-registered? Who is traveling/rooming with you? Do you need a substitute, etc? It is YOUR responsibility to secure all funding sources. Staple all back up to Request Form such as registration/hotel receipts/conference receipts, parking/bus/taxi. Backup for class reimbursement must have final grade and cost from College. **RECEIPTS MUST BE ORIGINALS.**

It is **YOUR** responsibility to contact Accounts Payable if you cannot attend.

<p>(1) Fill in Name – Your Building or School-Date of Event</p> <p>(2) Professional and School Board Goals</p> <p>(3) Funding Source – If you have more than one funding source, it is YOUR responsibility to secure those additional funds. Do so before sending Request Form to Accounts Payable. All sources must approve Request Form. Include what the dollar amount per source is and what they are paying for.</p> <p>(4) Is there a Substitute Needed –Source for Funding must be added</p> <p>(5) Lodging –Must return receipt to Accounts Payable. Are you rooming with someone? Include Hotel Name and City. It helps if you include phone number of hotel. Always ask for Government Rate unless there is a cheaper Conference Rate. What is the tax? Per Board Policy and IRS Regulations, you may not use your personal credit card. Call Accounts Payable at 541-663-3213 to either set up an appointment or let them know the confirmation # and have them call to change charges to District Credit Card.</p> <p>(6) Tuition/Workshop/Registration fee – <u>Registration form must be attached to Request Form</u>, even if you have already registered. Do not forget to check the correct box regarding whether you have pre-registered.</p>	<p>(7) Travel/Mileage-IRS Approved Rate – enter the round trip miles – <u>If traveling somewhere other than conference destinations attach an explanation.</u> Who will be traveling with you? Who is driving? According to District Policy, you must travel in groups of at least three people. If desired, multiple employees may choose to share a single mileage reimbursement. If a route other than the shortest one is taken, it must be pre-approved for reimbursement. Use the ODOT Mileage chart located at http://www.oregon.gov/ODOT/TD/asset_mgmt/docs/O TMS/MileageChart.pdf If traveling outside of Oregon use Google Maps. Starting point is place of work.</p> <p>(8) Meals – Per Diem: Breakfast \$10.00 Lunch \$10.00 Dinner \$20.00 If workshop/conference is providing a meal, you will not receive per-diem for that meal. To receive a meal on a travel day you must leave at least two hours before the meal. On return, if arriving home, must be two hours after meal.</p> <p>(9) You and your Supervisor must sign or Request Form will be returned to you.</p> <p>(10) Remember it could take up to 4 weeks to get approvals. Plan ahead.</p> <p>(11) Keep a copy for yourself.</p> <p>(12) Fill form out completely</p>
---	--

LEA members – Send your request to the current LEA Professional Development Fund Chair

OSEA members – Send your request to Accounts Payable at the District Office

All Sources must sign Request Form before sending to Accounts Payable. Use one Request Form for the same workshop/conference/class to avoid a duplicate reimbursement.

Substitute Costs and registration are paid first, and then travel expenses.

Cancellations and Refunds - Refunds for cancellations, memberships, dues, books, registrations or extended travel which are paid directly to a vendor by the La Grande School District on behalf of an employee, utilizing funds, are to be made payable to La Grande School District, not the employee. Non-refundable cancellations shall be charged against the employee's staff development funds.

For current Board Policy regarding Staff Expense Reimbursement and Travel please see <http://policy.osba.org/lagrande/>
Policies: DLC and DLC-AR