

PROFESSIONAL DEVELOPMENT

Complete your leave request along with an estimated column expense sheet. When submitting your leave online, in the “notes/comments” put in an estimated amount. Complete the Expense Sheet and the estimated column and turn in to the building principal/supervisor to sign. The Expense sheet will be used to create requisitions.

Normally there are 2 or 3 requisitions:

Registration:

- Is there a registration form? If so, give a copy with the expense form
- When does the registration need to be paid – please note on the requisition.

Meals:

- Reimbursement is based on teacher contract. No sales tax and/or tips will be reimbursed.
- Meal reimbursement **ONLY** when you stay overnight per IRS rules.

Mileage:

- If you are claiming mileage, please submit a map to support the mileage you are claiming.

Hotel:

- Requisition to the school debit card. Make sure tax exempt certificate is turned into the hotel.
- Date the employee needs to have the card, date of stay and the hotel where staying
- At the time of check out, please get a print out for the cost

After:

- Complete the “Actual” part of the expense sheet and attach receipts.
- Initial the hotel printout if applicable
- Attach to copy of the purchase order(s)
- Turn in to the Treasurer’s Office.