

## Vernonia School District 47J

### TUITION / REIMBURSEMENT / TRAVEL GUIDELINES

***LEAVE OF ABSENCE REQUEST / REQUISITION FORM MUST BE APPROVED BY THE SUPERINTENDENT BEFORE REGISTRATION FOR CONFERENCE, WORKSHOP, OR COLLEGE CREDITS***

The attendee must fill out a Professional Leave of Absence Request/Requisition. Complete each section of the form that applies. Each section of this form functions as a separate purchase requisition. Each entity that receives a check should be listed. Administrator approval is required for each expense. Please see below for an example of how this works.

A person plans on driving their own car to a workshop which requires a registration fee as well as separate payment for college credit. That person might fill out a Leave of Absence Request/Requisition to 1) the organization we would write a check to for the conference registration, 2) the actual college, if different, that would be issuing the graduate credit and 3) themselves for travel expenses, etc. In short: anybody who gets a separate check needs a requisition.

#### CHECKLIST:

- Leave of absence portion completed? (mandatory)
- Requisition portion to workshop/conference vendor completed? (if applicable)
- Requisition portion to graduate school for postgraduate credit(s) completed? (if applicable)
- Mileage reimbursement Pre-Approval completed? (if applicable) Monthly mileage report to be turned in after travel has been completed.
- Requisition portion to individual for anticipated out-of-pocket expenses or reimbursement, i.e. meals completed? (if applicable – see below for allowances)
- Requisition portion to motel completed? (if applicable)
- Have you pre-registered for:
  - Workshop?                      \_\_\_ Yes \_\_\_ No
  - Motel?                            \_\_\_ Yes \_\_\_ No
  - Graduate institution?        \_\_\_ Yes \_\_\_ No

Meal Allowances:

Breakfast:	\$13.00**
Lunch:	\$15.00
Dinner:	\$26.00**
Tip	\$5.00
Motel	\$120.00
(**only if staying overnight)	

Exceptions to the allowance amounts may be approved by the superintendent.

***PLEASE REMEMBER TO PROVIDE TRANSCRIPT(S) FOR COLLEGE CREDIT.***