

# Vernonia School District 47J

## TUITION / REIMBURSEMENT / TRAVEL GUIDELINES

### ***LEAVE OF ABSENCE REQUEST / REQUISITION FORM MUST BE APPROVED BY THE SUPERINTENDANT 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, 3) the motel if you would like separate check for that and 4) 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)
- Requisition portion to motel completed? (if applicable)
- Requisition portion to individual for anticipated out-of-pocket expenses or reimbursement, i.e. mileage, meals, motel, parking, fees completed? (if applicable – see below for allowances)
- Have you pre-registered for:
  - Workshop?                    \_\_\_ Yes \_\_\_ No
  - Motel?                         \_\_\_ Yes \_\_\_ No
  - Graduate institution?       \_\_\_ Yes \_\_\_ No

Allowances:

Breakfast:	\$10.00**
Lunch:	\$10.00
Dinner:	\$20.00**
Motel	\$100.00
Parking	\$10.00
(**only if staying overnight)	

The district prefers to issue purchase orders directly to vendors as opposed to reimbursing employees. We have found that 99.9% of the time, a vendor will accept a purchase order from a school district in lieu of a check or credit card. If they inform you they can't, please let us know and we can contact them. Exceptions to the allowance amounts may be approved by the superintendent.

***PLEASE REMEMBER TO SAVE AND TURN IN RECEIPTS AFTER WORKSHOP/CONFERENCE AND PROVIDE TRANSCRIPT(S) FOR COLLEGE CREDIT.***