

Professional Leave Request Procedures for Reimbursement

The following items will be reimbursed provided proper documentation/receipts are submitted.

1. Registration
2. Parking
3. Mileage beyond the normal commute
4. \$25.00 a day for meals
5. Lodging for multi-day workshops
6. Lodging for a 1 day workshop, if farther away than a distance equal to the Columbus area.

The following items will NOT be reimbursed.

1. Meals for a 1 day workshop
2. Lodging for a 1 day workshop, unless farther away than a distance equal to the Columbus area
3. Taxes, except on hotel charges
4. Personal phone calls
5. Alcoholic beverages and tips

Be SURE to attach necessary requisition(s) to this form (i.e., meals, parking, mileage, lodging, etc.)

If your registration is paid in advance by the district, no receipt verifying registration payment is necessary, unless notified by the Treasurer's Office.

If you pay your registration, an original receipt must be submitted for reimbursement.

If registration is paid in advance by the Treasurer's Office and the employee does not attend and the organization has a no refund policy, it will be the employee's responsibility to reimburse the Board of Education for payment.

CREDIT CARD RECEIPTS that are NOT itemized WILL NOT BE ACCEPTED!!

Remember to file a "Claim for Reimbursement" upon return.