

SOUTH HADLEY PUBLIC SCHOOLS

Professional Development Travel Reimbursement Procedures

Before you go:

1. Submit a Professional Development Activity Request Form to your Principal, for approval.
 - The form must list all expenses you estimate that you may incur.
 - Attach the completed registration so that it can be mailed with the purchase order.
 - If more than one person is attending the conference, make arrangements to share car-pooling, and/or hotel rooms as appropriate.
 - The Professional Development Activity Request Form serves as a requisition. A separate requisition form is not required.
2. If the form is approved, you will receive a purchase order back, which will list you as the vendor for any estimated expenses (and a purchase order will go to the vendor for the registration fee, if such was requested).
 - If you do not have a purchase order back one week before the conference, please check the status with your school office.
3. Keep a copy of your registration form if you pay your own registration fee (if so approved); you will need such for your reimbursement. (Note: You should not pay for a registration until you have written approval of the Professional Development Activity; otherwise you risk that you will not be approved for reimbursement.)

While gone:

1. If you are receiving mileage reimbursement, record your mileage.
 - Mileage is paid from home to conference or work to conference; whichever is less (on the premise that you would have driven to work otherwise). If you report to work first, mileage will be paid from work to conference.
2. Save all applicable receipts (meals, tolls, hotel, parking).
 - Meal tax and a reasonable tip are reimbursable.
 - Liquor is not reimbursed under Massachusetts General Laws.

When you return:

1. Submit a Professional Development Reimbursement Request Form to your Principal to get reimbursed for any expenses you were approved for on the purchase order outlined above. Request forms should be submitted within thirty (30) days of the conference.
 - Be sure to indicate the purchase order number on the Reimbursement Request Form.
 - Attach all applicable receipts
 - Meal receipts should include itemization to show no liquor was included. (If the receipt is not itemized and exceeds \$10, you need to write and sign a statement that you did not have any alcoholic beverages.)
 - Hotel receipts cannot include telephone calls, movie rentals, or other incidentals.
 - If you paid the registration fee, submit a receipt (cancelled check, credit card statement, or vendor receipt) and a copy of the registration form or some documentation showing what the registration fee was.

