



## Professional Development Workshops Procedure

- Fill out the Board Approved Professional Leave or Tuition Request (Appendix G) and give it to the principal for approval. Please be sure to include a copy of the information for the conference/workshop.
- If approved, the principal will forward to the superintendent for his approval.
- Communicate your substitute needs with the principal's secretary.
- Pay for the conference/workshop.
- Attend the conference/workshop.
- Track your mileage to and from the workshop; if on a work day, subtract the amount you would have traveled to and from work on a daily basis; multiply the final mileage by the appropriate rate.
- After attending the workshop, fill out the form titled Professional Expenses (Appendix K) and give it to the building principal. Please be sure to attach all receipts and certificates of attendance.
- Please Note: Food expenses are only paid for if the conference/workshop is out of town and you are staying over night.
- After checking that the Professional Expenses Form is filled out correctly with all receipts, the building principal will forward it to the treasurer's office.
- Do not submit Professional Expenses Form prior to attending the conference/workshop.
- In the event that you are attending a conference/workshop that will require you to have lodging, please communicate your needs to the building principal prior to the conference, so arrangements for tax exempt can be made. Please remember the district is not permitted to pay any taxes, including bed/motel taxes.
- The Title 1 Conference is exempt from the above and will be arranged by the building principal and treasurer

APPENDIX G .

BLOOMFIELD-MESPO LOCAL SCHOOL DISTRICT  
PROFESSIONAL LEAVE OR TUITION REQUEST

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

Please fill out this request in duplicate. Submit both to the Superintendent for approval. One approved copy will be filed in the Treasurer's office.

Approval for professional leave at Board expense indicates that when you return, all documented expenses for which the Board is liable are to be turned in to the Superintendent for requisition process. Reimbursement will be based on the current agreement.

NAME OF CONFERENCE/COLLEGE

DATE(S) OF LEAVE OR SEMESTER

LOCATION OF CONFERENCE/COURSE(S)

\_\_\_\_\_  
EXPENSE APPLIED FOR - COMPLETE FORM K FOR REIMBURSEMENT

\_\_\_\_\_  
PRINCIPAL SIGNATURE

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

Copies to:

Superintendent

Substitute

Treasurer

Assigned

Bldg. Principal

Sub. Assignor

Other

\_\_\_\_\_  
Revised 10/89

APPENDIX K

BLOOMFFELD-MESPO LOCAL SCHOOL DISTRICT  
PROFESSIONAL EXPENSES

School Year \_\_\_\_\_ ■

Name \_\_\_\_\_ Date completed \_\_\_\_\_

Date(s) of Leave \_\_\_\_\_ Name of Sub Assigned \_\_\_\_\_

Maximum Allowed..... \$650.00

Substitute Costs:

	Check No	Amount
Registration Fees:	_____	_____
Meeting/Mileage:	_____	_____
Tuition:	_____	_____
Other Expenses: itemized receipt over (List) \$15.00 dollar amount	_____	_____

Total Expenses (\$ )

Balance Available -----