

GUIDELINES FOR STAFF ATTENDANCE AT PROFESSIONAL DEVELOPMENT EVENTS

All registrations, reservations, expenses, and submissions of an expense report for reimbursement to accounts payable is the responsibility of the conference attendee.

- Employee discusses the potential of the professional development opportunity with their supervisor and/or the Director of Instruction & Learning, if being paid out of the curriculum budget, or the Director of Special Education and Pupil Services, if being paid out of the pupil services budget.
- If approved, the employee:
 - Completes the PD Request Form on Frontline
 - Log in to [Frontline](#)
 - Select Professional Growth
 - Select Form --> PD Request Form
 - Complete Form and Submit
 - Registers for the staff development event using a district purchasing card (PCard) or submitting an invoice for purchase order
 - If applicable, reserve a hotel room.
 - Obtain purchasing card from building support staff/secretary
 - Reserve room using district purchasing (PCard) card
 - Employees are asked to request the state rate when making hotel reservations
 - Rates exceeding the current state rate must be approved by the employee's supervisor
 - Turn in PCard and receipts or invoices to appropriate support staff member
 - If applicable, reserve a district vehicle.
 - To reserve a vehicle, select [Request A Vehicle](#) on the district intranet Staff page
 - Employees must take a district vehicle if one is available
 - If a district vehicle is not available, mileage will be reimbursed at the IRS rate per mile at the time of travel
 - If applicable, secure a substitute via Frontline
- PD Request Forms are sent to the direct supervisor for approval and budget coding
 - Final approval sent to Director of Instruction & Learning
 - Copy sent to Curriculum Assistant, Payroll, & Accounts Payable
- Within a week after the conference, all expense reports for meals and mileage need to be turned in with attached receipts to Jolene Kellen at the Administration Building.
Expense Reports MUST be completed electronically before being printed and signed.
To fill out an expense report follow the steps below:
 1. [Click here to open the Expense Report Template 2022](#)
 2. Click "Use Template" in the upper right-hand corner.
 3. Enter your name, address, and other notes in the appropriate locations
 4. Add your expenses to the appropriate boxes

5. Print the form and submit it to your supervisor for signature

- Meals included in the cost of airfare or conference registration fees cannot be claimed nor included in calculating the daily meal maximum.
- Meals are for the cost of an employee only- cannot include payment for a spouse.
- No breakfast reimbursement for the first day out unless you leave before 6:00am. No dinner reimbursement for the last day unless you would normally return after 6:00pm.
- No reimbursement shall be made for the cost of alcoholic beverages.
- The cost of the meal, tip, and tax shall be entered as one amount in the proper place on the travel expense report and shall not exceed the approved meal maximum for the day. Meals will be reimbursed at the rates established by the Office of State Employment Relations for the State of Wisconsin.
 - Breakfast: up to \$9.00/day
 - Lunch: up to \$11.00/day
 - Dinner: up to \$21.00/day
- Daily reimbursement amounts are not cumulative. You will only be reimbursed up to the maximum amount listed for the specific meal.
- No requests for reimbursement will be accepted after June 30 for the current school year.

Adopted: 11/24/80
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