



WAYNE LOCAL SCHOOL DISTRICT

PROFESSIONAL MEETING REQUEST FORM INSTRUCTIONS

Prior to the Professional Meeting:

Submit the Professional Meeting Request (PMR) form at least 21 days prior to the professional meeting or (if appropriate) the registration deadline.

Meeting Expense Items: Please note estimated amounts in the estimated expenses column. Some general guidelines:

Registration Fee- Complete regardless of pre-pay and reimbursement. Payment will be made to vendor if "yes" is checked for Pre-pay. Otherwise, PO will be processed to reimburse employee for the registration fee.

Lodging- Estimate the cost including tax. Employees should request and accept the "government" rate on rooms. Complete tax exempt form if staying within the City of Columbus, OH.

Meals-The district will reimburse at a reasonable pre diem rate. All claims must be supported by original receipts. The district will not reimburse for alcoholic beverages. Gratuities are allowed, up to 20%.

Travel-For travel by car, mileage will be reimbursed at the IRS prevailing rate. For travel over 300 miles from Waynesville, commercial air is recommended. Airline tickets should not be purchased until confirmation of registration has been received. Basic economy airfare will be reimbursed.

Misc-Reimbursement for reasonable charges for tolls, parking, taxis, tips, etc will be made upon presentation of supporting receipts.

Sign the PMR and forward to your building Principal/Supervisor for approval.

The Principal/Supervisor will assign an account code.

The PMR for teachers/principals should be for sent to the Curriculum Coordinator for approval prior to Supt approval.

After the Superintendent approves the PMR, it will be sent to the Treasurer's Office for PO processing and a copy of the approved PMR and PO will be emailed to the applicant.

After the Professional Meeting:

Complete the Final Expenses column noting actual costs for reimbursement. Receipts are required for all items excluding mileage reimbursement.

Receipts must reflect itemized expenses. Credit card slips/statements are not receipts.

Lodging - the district will not reimburse for movies, snacks, phone calls, etc.

Meals- the district will not reimburse for alcoholic beverages or gratuities greater than 20%.

Travel -note actual mileage for travel by car or a receipt for any other travel expenses.

Turn in PMR and receipts to building principal/supervisor for approval.

Principal/Supervisor will initial and submit to the Treasurer's office for payment.



WAYNE LOCAL SCHOOL DISTRICT PROFESSIONAL MEETING REQUEST FORM

Name _____

Conference/Workshop Title: _____

Conference Location: _____

Conference Dates: _____

Additional Dates for Travel: _____

Registration Deadline: _____ Prepay registration? Yes _____ No _____

Registration Remit Information: _____

Meeting Expense Items (see attached instructions)	Estimated Expenses	Final Expenses
Registration Fee:		
Lodging: (Attach itemized receipts)		
Meals: (Attach itemized receipts)		
Travel: By car, Round-trip mileage _____ Travel by other than car: Explain _____		
Misc Expenses: (i.e. parking, public transportation-attach itemized receipts)		
Total Expenses:		

Administrative Approval for Final Expenses/Reimbursement

Signature of Applicant _____ Date _____

Signature of Principal _____ Date _____

To be completed by principal:

Conference Funding Source: _____
If District/Bldg Budget, Specify Account Number

Signature of Curriculum Coordinator (if applicable) _____ Date _____

Signature of Superintendent _____ Date _____