



# Aitkin Public Schools - Staff Development Request Form (7-2024)

Employee Name(s)

Notes:

Today's Date

Registration Deadline

Workshop Date

Name of Conference/Workshop (Please attach any helpful information)

PO #

Vendor Name for Registration

Registration Fee

How many people

@ \$

\$

Employee: Attach any information the DO needs to register you. \*(See reverse side of this form)

Sub Needed:

Yes  No

# Days

@ \$

\$

Employee: Please make sub request in frontline

Vendor Name (hotel)

Lodging:

D.O. will make reservation – if there are blocks of rooms with registration deadline – please make us aware

Check In Date

# of Nights

Cost Per Night

TOTAL

Employee: Ask Hotel for final receipt at checkout.

Check Out Date

Conf #

PO #

Transportation (See reverse side)

School Vehicle  Yes  No

Personal Vehicle  Yes  No

Mileage-Roundtrip (Attach Google Map) (only if no school vehicles available)

# Miles

Miles @

\$.67

\$

Car Pooling with:

Parking: \$

Receipts for parking and meals are needed for reimbursement

Meals (up to 3 receipts per day)

Reimbursement Rates

Qty

Requested by Emp

Receipts Submitted

District Office Use

Qty

Actual

Qty

Reimbursed

Breakfast \$10.00

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Lunch \$15.00

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\$

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\$

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Dinner \$25.00

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\$

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\$

\$

Total \$50.00

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Extra Pay Signed Timesheet Required \*\* \*\*\*

- Curriculum Writing
- Staff Development
- Other:

Total Hrs Requested

X \$35.00

\$

Please comment on this opportunity including how you will apply this to your curriculum.

**Important: After attending, send copies of:**

**\*Staff Development Form \*\* Proof of Attendance \*\*\*Signed Timesheet (If Applicable) \*\*\*\*Receipts for any reimbursements**

Committee/ Supervisor

Districtwide E-01-005-640-000-316-366

RES E-01-100-640-000-316-366

AHS E-01-300-640-000-316-366

Athletics E-01-200-640-000-316-366

Principal

Committee Supervisor & Principal must sign before sending to District Office for approval

Date District Office sent copy of Approved Form back to employee:

Superintendent or Business Manager

Amount Reimbursed:

District Office Notes:

## Staff Development Process:

- Employee/Staff Member will complete this form and attach lodging and registration information. Send to Staff Development Committee for review and approve.
- Send to your Principal/Supervisor for review and approval.
- Then send to Jeanne in the District Office for processing (employee will receive a copy of the completed form once final approval is given).
- District will make payment for registration and lodging.
- **\*Sometime registration** for conference need to done through your own personal log in. Please see if you can register and have an invoice sent to you. Create a PO through SmartER and send the attached invoice to the Staff Development Form. Please give Jeanne any necessary information that she may need.
- **Lodging**: D.O. will make reservation – if there are blocks of rooms with registration deadline – please *make us aware. If there is a link in an email, send the email to [jince@isd1.org](mailto:jince@isd1.org).*
- **TRANSPORTATION (policy 412)**: It is encouraged that school-owned vehicles will be used when it is reasonable to do so. If a School-owned vehicle is not available and one’s private vehicle is used—the reimbursement of actual miles to and from the conference site will be at the current IRS stated rate. Mileage will only be reimbursed for one vehicle unless the size of attendees necessitate more vehicles or a school related activity requires a second vehicle. Mileage must be preapproved by the superintendent if a second vehicle is required.

PLEASE REVIEW, SIGN AND FORWARD FORM IN A TIMELY MANNER AS REGISTRATIONS  
CAN BE TIME SENSITIVE.

## After attending the Staff Development activity:

- Please ask the hotel for a final copy of receipt, if applicable and send to Jeanne.
- The employee/staff member will submit their itemized receipts, a copy of the Staff Development Form and documentation of attendance to Jeanne in the District Office.
- Documentation and request for reimbursement must be submitted within 30 days of the staff development event.
- If requesting mileage, attach a copy of Google Maps showing mileage.

## Reminders

- **Please review Policy #412, Expense Reimbursement.**
- Receipts must be itemized. Summary credit card receipts are not accepted.
- Car-pool whenever possible. If more than one vehicle is used for a single event, mileage will be split between applicants.
- Requests for lodging or meals the night prior to the activity must have prior approval.
- **Any changes** listed on the original Staff Development Form regarding carpooling (driver), hotel stays, etc, please advise.

Teacher Subs	\$140/day or \$18.47 hour
Para Subs	16.07 hour
Clerical Subs	\$14.95 hour
School Nurse Subs	\$17.49 hour