

BOGOTA PUBLIC SCHOOLS

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MEMO

To: Staff
From: Letizia Pantoliano, Superintendent of Schools
Date: September 8, 2014
Re Professional Conference

In order to receive approval and reimbursement for expenses associated with a professional day, you must adhere to the following guidelines:

Step 1

- Submit an *“Application To Attend A Professional Conference Form”* (ATTACHMENT I) to the Director of Curriculum with descriptive information pertaining to the workshop. Once approved by the Director of Curriculum the application will be forwarded to the principal. All expenses anticipated for the professional development experience **MUST** be included on this document. Meals cannot be included on the form unless the Board is paying for an overnight stay. There are established guidelines for meal allowances that must be followed when completing the application.
- Once approved by the building administrator, the office staff will forward the request to Central Office.
- This form must be received by the Superintendent of Schools **at least one month prior** to the professional development session. This allows time for the request to be presented for approval at an upcoming Board of Education Meeting. Documentation must include sufficient information to validate the relevance of the program and how it relates to the PIP.
- The Board of Education approves your workshop/seminar/convention. The Board of Education must approve, at a subsequent meeting, authorization to release funds for remittance.
- Upon approval by the Board of Education you will received a copy of the authorized *“Application To Attend A Professional Conference Form”*

Step 2

- The “Post Travel Report” (Attachment III) - This report must contain a synopsis of the primary purpose for attending the workshop and a explanation of how the professional development experience enriched your ability to service the district. No travel reimbursement will be issued until this report is returned to the Superintendent’s Office

Reimbursement of expenditures requires authorization; which occurs at the Board of Education meeting following final submission of all expense documentation.

**BOGOTA PUBLIC SCHOOLS
APPLICATION TO ATTEND PROFESSIONAL CONFERENCE**

IS THIS PROFESSIONAL CONFERENCE RELATED TO OBJECTIVES STATED ON YOUR PROFESSIONAL DEVELOPMENT PLAN (PIP) Yes _____ No _____

**Is a substitute required? No _____
Yes _____ (Sub required: Full Day _____ Half Day-AM _____ Half Day-PM _____)**

Submit this form to the Superintendent of Schools at least one month in advance of conference.

1. Teacher's Name _____
2. Date(s) conference will be attended _____
Full Day _____ Half Day (AM) _____ (PM) _____
3. Name of sponsor of conference _____
4. Location of conference _____
5. Expenses requested: Registration fee _____ Meals: _____
Mileage: _____ Tolls/Parking: _____
Calculation Based On State Guidelines of 31 cents per mile
Please provide Documentation to support your calculation (i.e. Google mileage indicator)
State Regulations Do Not Permit Meals For Day Trips
- TOTAL COST OF ATTENDANCE:** _____
6. Purpose of conference _____

7. School and Department _____

The Post Travel Report Form Must Be Submitted Within 5 Days Of Attending The Program

SIGNATURES:

_____	_____
Applicant	Date
_____	_____
Director of Curriculum	Date
_____	_____
Principal	Date
APPROVED: _____	_____
Superintendent of Schools	Date
_____	_____
Business Administrator	Date

Post Travel Report
Pursuant to A5 & Bogota Board of Education Travel Policy

Employee/Board Member Name:

Title:

Date(s) of Travel Event:

Board Approval Date:

Type/Name of Travel Event:

Location:

Brief Description of Event/Conference:

Employee's Signature _____

Date _____

This Form Must Be Submitted To The Superintendent's Office In Order To Receive Travel/Expense Reimbursements.