

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

PROFESSIONAL GROWTH REQUEST FOR ACTIVITY FUNDING/REIMBURSEMENT FORM

This form valid January 1, 2017

THIS REQUEST IS FOR: (check one) [ ] PREPAYMENT [ ] REIMBURSEMENT

Instructions for Prepayment

Instructions for Reimbursement

- 1. Have your supervisor sign pre-approval for this activity below on this form.
2. Submit this completed form to the SAU#5 business office two weeks prior to the activity.
3. Only registration fees may be prepaid.
4. Include registration form for activity with this prepayment request.

- 1. Submit this completed form to the SAU#5 business office no later than 30 days after completion of activity.
2. Print and attach completed Professional Growth Activity form from MLP.
3. Include all receipts for registration and/or expenditures.

Staff Member: \_\_\_\_\_ School: \_\_\_\_\_

Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_ Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_
(Pre-approval of Supervisor required for prepayment only.)

1. Registration Fee(s): Please attach registration form (prepayment) or receipt (reimbursement). \$\_\_\_\_\_

2. Other Approved Expenses (Receipts must be attached)

Food: Breakfast (Max \$3/Day) \$ \_\_\_\_\_
Lunch (Max \$5/Day) \$ \_\_\_\_\_
Dinner (Max \$10/Day) \$ \_\_\_\_\_ x100% \$ \_\_\_\_\_

a) Lodging \$ \_\_\_\_\_
b) Materials \$ \_\_\_\_\_
c) Gratuities \$ \_\_\_\_\_
d) Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_
(Subtotal of a,b,c,d,) \$ \_\_\_\_\_ x 50% \$ \_\_\_\_\_

3. Transportation (Mileage – IRS rates effective 1-1-17):

Odometer Reading start \_\_\_\_\_ end \_\_\_\_\_

Total \_\_\_\_\_ miles @ .535¢/mi for 1st 100 mi. \$ \_\_\_\_\_
@ .27¢/mi over 100 mi. \$ \_\_\_\_\_

Tolls (receipts must be attached) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_ x 100% \$ \_\_\_\_\_

TOTAL REQUESTED \$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SAU Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipts: \_\_\_\_\_

PLEASE MAKE AND RETAIN A COPY OF ALL DOCUMENTATION SUBMITTED