

# Itching to get to a workshop or conference?



Follow CUSD's formal process below!

1. All CUSD staff are required to fill out a Request to Attend form (below) prior to attending any professional learning outside of the district. There are separate forms for classified, certificated and administrative staff.
2. Out of state travel requires Board approval -- plan ahead.
3. Administrator travel to professional learning outside of Monterey County requires Board approval -- plan ahead.
4. Once your form has been signed off by your supervisor, forward it to the appropriate department for district level approval:
  - Administrative & Certificated Staff: Curriculum + Instruction
  - Classified Staff: Human Resources
5. You will be notified of approval or disapproval of your attendance to the professional learning activity, if approved your site secretary or a district administrative assistant will coordinate your registration.
6. Paying out of pocket for expenses and seeking reimbursement is strongly discouraged and must be pre-approved by the District Office.
7. If you are seeking professional growth units, stop here. That's a different form.

Questions? Concerns?

Email Michelle | [mmahaney@carmelunified.org](mailto:mmahaney@carmelunified.org)

**Carmel Unified School District**  
**Request to Attend Professional Learning Activity**  
**CLASSIFIED STAFF FORM**

Name(s): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Position: \_\_\_\_\_ School Site: \_\_\_\_\_

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

Dates of Activity: \_\_\_\_\_

Activity Location *(OUT-OF-STATE conferences require Board approval).*

District Goal Relation:  1  2  3  4      LCAP Goal Relation:  1  2  3

Purpose for attending: \_\_\_\_\_

Date to review with principal after conference: \_\_\_\_\_

District Requested:  No  Yes      Substitute Required:  No  Yes      Date(s): \_\_\_\_\_

Event Registration Fee: \$ \_\_\_\_\_

Method of Travel:  Air       District Car       Personal Car       Other:

Estimated # of driving miles: \_\_\_\_\_

Room Accomodation:      # of Nights:      Estimated \$: \_\_\_\_\_

Estimated Meals (Max \$65/day): \$  
*Meal reimbursements for day trips are taxed and included on regular, end-of-month paychecks as of January, 2016. Reimbursement is not allowed when meals are included in conference.*

Classified Stipend (\$150/day):  No  Yes      # of days: \_\_\_\_\_ Estimated \$: \_\_\_\_\_  
 Classified Travel Stipend (\$75/day):  No  Yes      # of days: \_\_\_\_\_ Estimated \$: \_\_\_\_\_

After attendance, complete Travel Reimbursement Claim CUSD #405

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>COMPLETED BY DEPARTMENT</b>		
<b>FUNDING THIS REQUEST</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<i>\$150/day</i>	Substitute Cost: \$ _____
	<i>54.5¢/mi.</i>	Registration Fee: \$ _____
		Travel Costs: \$ _____
		Room Costs: \$ _____
Funding Source Name: _____	<i>Max \$65/day</i>	Meal Costs: \$ _____
Account #: _____		Other/Stipend: \$ _____
District Approval Signature: _____		<b>Total Estimated</b> \$ _____
Date: _____		<b>Cost</b>

## PLANNING YOUR CONFERENCE

- If more than one person would like to attend the same event, multiple names can be listed on one **Request to Attend** form.
- Attach the flyer for your meeting, workshop, conference, or event to this form.
- If your absence requires a substitute, use Aesop to book your substitute as soon as your request is approved, or sooner if time is short.
- Department funding the activity will assist staff in processing registration, substitute requests, making travel and lodging arrangements.

### Registration Fees:

- Can be paid by purchase order if you allow a minimum of three weeks for processing.
- Or apply for reimbursement for your credit card charge or check payment; see directions below. **District pre-approval is necessary.**

### Airline Tickets:

- Department funding the activity can make arrangements using the district's travel agent and a purchase order. Some of your personal information (DOB, driver's license number) may be required.
- Or apply for reimbursement for your credit card charge; see directions below. **District pre-approval is necessary.**

### Hotel Accommodations:

- Guarantee your reservation with your own credit card.
- Department funding the activity can process payment and send a check to the hotel if hotel accepts checks.
- Or apply for reimbursement for your credit card charge. **District pre-approval is necessary.**

### Meals:

- Please pay for your meals individually as MCOE requires individual, original, itemized receipts to process reimbursements.
- Staff attending conferences that include meals in the registration fees, may not apply for reimbursements for substitute meals.

## TRAVEL REIMBURSEMENT INSTRUCTIONS

1. Complete the Travel **Reimbursement Claim Form CUSD #405** for reimbursement of all out-of-pocket expenses.
2. Attach a signed copy of this pre-approval to your reimbursement claim.
3. Attach a copy of your registration or conference flyer
4. Attach a mileage printout from mapquest.com from your home address to your destination.
5. Attach original itemized receipts.
6. Attach copy of credit card statement showing charges you are requesting to be reimbursed for.

*Please direct any questions about this form to your site secretary or Michelle Mahaney in Curriculum & Instruction.  
[mmahaney@carmelunified.org](mailto:mmahaney@carmelunified.org)*