

Please Submit to the Superintendent's Office

REQUEST FOR ABSENCE FROM SCHOOL • For Conferences, Conventions, or Workshops

◆ **Requests must be submitted to the Superintendent's Office at least 5 workdays prior to the Board of Education meeting.** ◆

Staff Member: _____ School: _____ Date: _____

Event to be Attended: _____

Organization Sponsoring: _____

Location of Event (Address): _____

Specific Days of Absence: _____

Reason for Attending: _____

APPROXIMATE COST:

Important! Please include back-up documentation for all costs (e.g., printouts showing fees, Mapquest showing mileage, etc.).

Registration Fee: \$ _____

Travel by Car – Total Mileage: _____

Meals: \$ _____

Travel by Car – Reimbursement (at \$0.47 per mile): _____

*Lodging: \$ _____

Travel by Car – Tolls, Parking, etc. (specify _____): \$ _____

Other Applicable Costs: \$ _____

Travel by Other Means (specify _____): \$ _____

TOTAL of Above: \$ _____

TOTAL Cost of Travel: \$ _____

TOTAL Reimbursement Request: \$

Account Number: _____

Signature: _____

Staff Member

**Any reimbursement of lodging must be accompanied by letter from Commissioner of Education approving conference waiver.*

* * * * *

Principal's Comments: _____

Date Received: _____

Principal's Signature: _____

* * * * *

Disposition by Central Office: _____

Date Received: _____

Signature of Superintendent/Designee: _____

GUIDELINES FOR APPROVAL OF CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUESTS

1. Please note that travel to conferences and conventions is not considered to be an emergency and shall NOT be approved after the fact.
2. Use the Request for Absence form found on the district website to request attendance at any conference or workshop.
3. Once approval has been granted, prepare a purchase order directly to the vendor for the cost of the registration. In the event that a purchase order is not accepted by the vendor, the staff member shall personally pay for the registration cost and be reimbursed at the conclusion of the travel event when all proper documentation has been submitted.
4. A staff member shall not receive payment in advance for any travel-related expenses.
5. Attendance at all conferences must have PRIOR approval from the building principal **and the Superintendent or the Assistant Superintendent**. If registration and/or travel costs are involved, the request must also have PRIOR approval from the Board of Education. A staff member's attendance will be taken into consideration as part of the conference approval process.
6. The conference must provide some immediate and direct benefits to the system, its programs, and/or its schools.
7. One-day conferences that do not require substitutes will receive high priority.
8. The number of individuals attending any one conference will be limited to no more than two persons (based upon location, relevance, and cost) unless approved by the Superintendent.
9. Priority will be given to conferences that involve minimum transportation costs.
10. The initial request to attend a conference must include all registration and travel costs, as well as sufficient details about the conference (including date/s, location, and content) to warrant consideration. All supporting documentation, including a copy of the registration form and the documented travel mileage, must accompany the request.
11. Consideration will be given to conference requests pursuant to which the individual agrees to assume his/her own expenses, when such conferences relate to school system priorities. When the conference does not occur on a school day and only registration, transportation, and luncheon costs are involved, consideration may be given to approving a larger number of requests.
12. Carpooling will be assumed whenever two or more people are attending the same conference. Only one travel reimbursement will be paid. Any persons not wishing to carpool may do so at their own expense.
13. Please review N.J.A.C. 6A:23A-7.8 on Prohibited Travel Reimbursement and N.J.A.C. 6A:23A-7.12 on Allowable Incidental Travel Expenditures.
14. Food and lodging for overnight travel **within the state** will only be approved if more than 50 miles from the district and prior approval is received from the Commissioner of Education (see www.state.nj.us/education/genfo/travel).
15. Daily allowances for food and lodging will be reimbursed in accordance with State of New Jersey travel regulations:
 - ▶ Reimbursement may be provided for the cost of an official luncheon or dinner that an employee is authorized to attend (up to \$7 for lunch and \$10 for dinner), where such a meal is scheduled as an integral part of the official proceeding or program and related to district business and the employee's responsibilities.
 - ▶ Meal reimbursement for one-day, **out-of-state** trips required for school purposes may be authorized for breakfast, lunch, and/or dinner in an amount permitted by NJOMB (New Jersey Office of Management & Budget).
 - ▶ Reimbursement for overnight travel outside the state is permitted provided the rules and regulations of N.J.S.A. 18A:11-12 (o) and federal guidelines are followed. Please see www.gsa.gov for the federal per diem rates by location.
16. **REIMBURSEMENTS FOR TRAVEL AND LODGING WILL BE MADE ONLY UPON SUBMISSION OF ORIGINAL RECEIPTS, ALONG WITH THE WRITTEN CONFERENCE SUMMARY REPORT.**
17. A staff member is expected to share information gleaned from a conference with other appropriate personnel. Individuals must specify the manner in which they plan to share the product or activity with the faculty in their building or department.
18. Board and administrative approval for attendance at a conference also assumes that a staff member may be asked to facilitate training within the district, based on specific conference workshops attended.
19. **A written conference summary report must be submitted to and approved by a building principal (where appropriate) and the Superintendent or designee after attendance at any conference, convention, or workshop.**

ADDITIONAL CRITERIA FOR NATIONAL CONFERENCES:

1. The location of national conferences and travel costs will be considered in approving conference requests.
2. Attention will be given to rotating staff members to represent the district at national conferences.