Travel Expenses (Conference/Workshop or University Course) Paid for Utilizing Tuition Dollars Available per Union Contract or Handbook

Steps to Follow

**ACCOUNTS PAYABLE**

Accounts Payable staff will process the request and send the reimbursement check to employee.

**HUMAN RESOURCES**

H.R. staff will verify availability of funds. If funds are available, H.R. will forward the form to the Superintendent for approval. Following approval, the yellow/pink copies of the Professional Development Approval for Reimbursement or Credit Only Form will be returned to the employee with the Superintendent’s signature.

**FOLLOWING COMPLETION OF WORKSHOP/CONFERENCE/COURSE**

**EMPLOYEE**

Return the yellow/pink copies of the Professional Development Approval for Reimbursement or Credit Only Form to Human Resources (C.O.).

Attach your grade report or certification of completion.

Attach a copy of the invoice with proof of payment.

If applicable, submit pre-approved travel expenses utilizing the Travel Reimbursement Request Form along with itemized receipts.

Send to Human Resources (C.O.).

**HUMAN RESOURCES**

Once all required documentation is received, H.R. staff will submit to Accounts Payable for processing.

**ACCOUNTS PAYABLE**

Accounts Payable staff will process the request and send the reimbursement check to employee.

**EMPLOYEE**

You are responsible for registering and paying all expenses.

Complete “Section I” of Colchester School District’s Professional Development Approval for Reimbursement or Credit Only Form (these forms are available in each of the schools).

Attach workshop/conference/course syllabus.

Send all documents to Human Resources (C.O.).
# Colchester School District

## Travel Reimbursement Request

- **Name of Employee:** _________________________________________
- **Date:** ____________________
- **Date(s) of Event:** _______________________________________
- **Description/Purpose:** _______________________________________
- **Destination:** _______________________________________

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Lodging</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>$10.00</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Total:** $ __________ $ __________ $ __________

### Mileage - (Private Vehicle)

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Miles Traveled</th>
<th>Mileage Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To</td>
<td>From</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- **Mileage Total:** ____________________
- **Travel Expense Total:** ____________________
- **Reimbursement Requested:** $ __________

- **Employee's Signature:** ____________________________
- **Date:** ____________________

- **Administrator/Supervisor's Signature:** ____________________________
- **Date:** ____________________

### Meal Reimbursement Limits:
- **Breakfast:** $10.00
- **Lunch:** $15.00
- **Dinner:** $30.00
- **Total Daily:** $55.00

- **Please attach:** "Authorization for Travel" or "Professional Development Reimbursement" form and all valid itemized receipts