

BEA Professional Development Fund
Request for Reimbursement of Conference Expenses
2018-2019 School Year

Staff Member _____ Date _____

Building _____ Position _____

Name of Conference _____

Date of Conference _____ Location _____

Conference and Travel Expense Estimate

Registration Fee	\$ _____	Transportation	\$ _____
		Current rate:	\$0.55 per mile
Meals	\$ _____	Lodging	\$ _____
Other	\$ _____	Total	\$ _____

Fill out this portion after you receive approval for professional leave and return to **Monica Miars at Cassingham**. You may wish to keep a copy. It will be returned to you with your approval amount.

For BEA use only

Approved for \$ _____ BEA PDFC Chair _____
Monica Miars, Cassingham

Denied _____

Actual Expenses

Following the conference, attach copies of paid invoices, canceled checks, or credit card bills and return this form to **Monica Miars at Cassingham**.

Registration Fee	\$ _____	Transportation	\$ _____
		Current rate:	\$0.55 per mile
Meals	\$ _____	Lodging	\$ _____
Other	\$ _____	Total	\$ _____

I certify that the above is a true and exact report of my expenses for the above named meeting or conference.

Signed _____

Amount paid \$ _____

Approved _____
Monica Miars, Cassingham

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If you do not attend the conference or workshop, please check here and return this form to **insert name/school here**. This will allow us to use the funds for others.

BEA Professional Development Fund

1. Get approval for the professional day using the "Notification or Application for Leave Form." Turn this in to your building administrator for approval.
2. After you receive approval for leave from your building administrator, fill out the top half of the BEA Prof Development Form and submit to **Monica Miars at Cassingham**.
3. Do not cut the form apart.
4. Your form will be returned to you with your approval amount or a denial and explanation.
5. Save receipts and complete the bottom half of the reimbursement form after you attend the meeting or conference. Submit the form with attached receipts or copies of receipts.
6. If you don't attend, check the bottom of the form and send it in.
7. Please do not request reimbursement for membership fees or dues or classes.
Also, do not request reimbursement for activities that are being paid from another fund. We do not reimburse travel in Columbus—only out-of-town travel is reimbursed.
8. All receipts are due by September 1, 2016. Receipts not received by that date forfeit the reimbursement.
9. The following formula is used to determine reimbursement amounts:

the first \$300 100%

\$301 - \$1000 75%

\$1001 + 50% after the fund is closed out September 2017.

10. **The maximum granted is \$825** (from a request of \$1000+) unless there are funds available at the end of the year. **Separate requests accumulate.** The PDF year is Sept. 1 – Aug. 31.

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