HARDYSTON TOWNSHIP PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT/CONFERENCE REQUEST

PROCEDURE:

1. **COMPLETE REQUEST FORM & SUBMIT TO BUILDING ADMINISTRATOR FOR APPROVAL**
2. **ONCE APPROVED**
   a. **COPY GIVEN TO MAIN OFFICE FOR RECORDING ABSENCE**
   b. **COPY TO BUSINESS OFFICE**
      - Attach a completed Requisition form with registration information for proper processing
   c. **COPY RETURNED TO APPLICANT (MUST SECURE A SUBSTITUTE IF NECESSARY)**
3. **AFTER CONFERENCE: SUBMIT PROOF OF ATTENDANCE, MILEAGE, CONFERENCE REPORT, VALID DRIVER'S LICENSE & VALID VEHICLE INSURANCE CARD TO BUSINESS OFFICE TO REQUEST MILEAGE REIMBURSEMENT.**

NAME: _____

NAME OF CONFERENCE: _____
(Please attach backup information, registration, and completed blue requisition form.)

LOCATION: _____ DATE S): _____

Describe the benefit of this conference/workshop for the students in our school or district?

_____

_____

Substitute Needed? _____ Yes _____ No (Circle One) Full Day Half Day

Registration Fee $_____ Estimated "Roundtrip" Mileage: _____ miles
@ $.35 per mile

Other Expenses $_____ Explain Other Expenses: _____

Total Estimated Expenses $_____

Staff's Signature_____ Date: _____

_____Approved _____ Denied

Building Administrator's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Business Administrator's Signature: _____ Date: _____

Board of Education Approval Date: _____

No reimbursement for meals unless an overnight stay is required. Reimbursement cannot be completed without prior approval of the Superintendent and Board of Education (Board Policy 9250).

Please attach copy of valid driver's license & vehicle insurance card.

HARDYSTON TOWNSHIP PUBLIC SCHOOLS
FORM TO REQUEST PAYMENT AFTER CONFERENCE/WORKSHOP

Name: _____

Name of Conference/workshop: _____

_____

Date of conference/workshop: _____

Location: _____

1. What did I learn from Conference/Workshop?

_____

_____

_____

2. How will I use what I have learned?

_____

_____

_____

Any other information you would like to share or attach, please do so.

_____

_____

_____

Please "attach" the following items:

_____ Proof of attendance (certificate, CEU credits, agenda, name badge)

_____ Mileage to and from (check one) [ ] Middle School [ ] Elementary School
@ **NJ OMB rate - $.35 per mile** [ ] Home (must include directions from home to **both** conference and to school)

_____ Copy of Google Maps or Mapquest

_____ Proof of expenses (copy of cancelled check, credit card statement, or invoice)

VENDOR DECLARATION: I do solemnly declare and certify that under the penalties of the law that the within bill is correct in all its particulars; that the goods or services itemized in the above have been delivered or rendered; that no bonus has been given or received by any person or persons within the knowledge of the above claim; and that the same is correct and true, and the amount therein stated is justly due and owning and that amount charged is a reasonable one.

Signature: _____ Date: _____

NO REIMBURSEMENT WITHOUT ALL MATERIALS RECEIVED
Please submit to the Business Office as soon as possible upon return from the conference/workshop.

Please attach copy of valid driver's license & vehicle insurance card.