

Cowan Community Schools

PROFESSIONAL DAY REQUEST

Name: _____ Date Submitted: _____

Description of Professional Activity: (**Attach a completed copy of the registration form.**)

Date of Activity: _____

I will need a sub for: _____ half day _____ whole day

I am also requesting the following estimated expenses:

Registration Fee: _____ Hotel: _____

Parking: _____ Meals: _____

Mileage: _____ Sub Costs
Est. Miles X \$0.655 = _____ # days X \$95.00 = _____

TOTAL Estimated Itemized Expenses: _____

Signature of Applicant: _____

.....

Funding Source: _____

Signature of Principal: _____

Signature of Superintendent: _____

Approved

Denied

Following your professional day, please **email** a brief summary of the activity to the superintendent and your building principal. Most importantly, please explain if you would or would not recommend the activity to others in the future. If you have suggestions for sharing the information with others, please include your suggestion in the email.

Cowan Community School Board Approved Meal and Travel Rates

To be used in conjunction with Board Policy 6550 – Travel Payment and Reimbursement

- Employees must submit itemized receipts for meal expenses.
- The following is the allowable reimbursement rate for meals while on an approved conference or event:
 - **Breakfast**
 - \$12.00
 - **Lunch**
 - \$17.00
 - **Dinner**
 - \$26.00
- Gratuity is reimbursable up to 20%.
- While on one-day travel only lunch will be reimbursed.
- Breakfast and dinner are reimbursable if an overnight stay is approved.
- The Corporation must not pay for a person's meals more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person receives a meal without charge, then meal reimbursement is not allowed; however, continental breakfasts or meals served on airplanes are exceptions.
- Only meals for employees will be reimbursed. Employees will not be reimbursed for the meals of business associates or family members.
- Alcohol purchases will not be reimbursed and should not appear on submitted receipts.
- Personal vehicle travel shall be reimbursed at the current IRS allowable rate.
- Parking and tolls will be itemized separately, and receipts must be included.