

Enter your absence into AESOP: Enter the reason as School Related and note the name of the workshop/conference under "Notes To Administrator". The job number will need to be recorded on the "Pre-Approval for School Related Absence" form.

Complete a Pre-Approval for School Related Absence (SRA/SD-1) Form: Available from your building office.

- Complete the top section for all absences.
- If expenses are to be paid with building staff development funds, complete the section titled "BUILDING Staff Development". Your building Staff Development rep will need to sign/approve this section prior to the principal's signature/approval.
- If expenses are to be paid with district staff development funds, complete the section titled "DISTRICT Staff Development".
- If expenses are to be paid by another agency, complete the section titled "If a Non-District 318 Expense, bill to".
- Sign and date where noted at the bottom of the form.
- Turn into your building secretary for principal signature/approval. The form will then be sent to the Curriculum Office for Admin signature. The yellow copy will be returned to the building secretary to be kept on file for expense reimbursement claims, if applicable. See "After Travel" instructions below for further details.

Options For Registration:

1. Make the reservation on your personal credit card: Reimbursement will be issued by submitting a Staff Travel Expense Claim Form – Special Trips C-3 after your travel. See "After Travel" instructions below.
2. ISD 318 Credit Card: Your building secretary will need to cut a purchase order for this option, and the following information will be needed: Conference name and address, date(s) of conference, teacher name(s), registration fee, and billing code. The building secretary will flag the PO "District Credit Card". The business office will send the credit card for completing the registration. After the registration is made, return the credit card with a copy of your registration confirmation to your building secretary.
3. Submit a Special Claim for Advance Payment (AP-1) form: This will generate a check to pay for registration. You can choose to have the check mailed directly to the conference or sent to you in your building. Send completed form with documents attached to Accounts Payable.

Options For Hotel Reservations:

1. Make the reservation on your personal credit card: Reimbursement will be issued by submitting a Staff Travel Expense Claim Form – Special Trips C-3 after your stay. See "After Travel" instructions below.
2. ISD 318 Credit Card: Your building secretary will need to cut a purchase order for this option, and the following information will be needed: Hotel name and address, date(s) of stay, teacher name(s), conference name, total cost including tax, and billing code. The building secretary will flag the PO "District Credit Card". The business office will send the credit card for making the hotel reservation. IMPORTANT... let the hotel know that you will not have the credit card with you. They will fax a credit card authorization form to be completed by you and signed by the Business Manager (send to the Business Office). This gives permission for the room to be charged to the District credit card without you having to show it upon arrival. After the reservation is made, return the credit card with a copy of your confirmed reservation to your building secretary.
3. Submit a Special Claim for Advance Payment (AP-1) form: This will generate a check written to the hotel. To complete the form, you will need to find out the exact amount (including tax) for each room. Choose the option of having the check sent to you in District mail to bring with you for payment. The reservation should be held on your own credit card, but payment will be made with the check at the front desk. Tip... confirm with the hotel that they accept checks prior to choosing this option. Send completed form with documents attached to Accounts Payable. Please allow 2 weeks prior to travel for this option.

After Travel...

To request reimbursement of expenses, turn in a completed [Staff Travel Expense Claim Form – Special Trips \(C-3\)](#) with the yellow copy of your SRA/SD-1 School Related Absence form and receipts attached to the curriculum office. Hotel receipts must show the same reservation name as the person requesting reimbursement. Meal receipts are not required if requesting the per diem rates.

The forms mentioned above can be found on the District web site: Services > Business Office > [Forms & Policies](#)

Other helpful forms available from this location:

[Expense Reimbursement Policy](#)

[Meal Reimbursement Rates](#)

[Mileage Rate](#)

[Mileage Chart – In District](#)

[Mileage Chart – Out of District](#)