

VERMILION ASSOCIATION FOR SPECIAL EDUCATION

Requests to Attend Conferences, Trainings, or Workshops and Requests for Reimbursement of Costs:

VASE EMPLOYEE PROCEDURES

1. Only requests for in-state travel to conferences, trainings, workshops will be accepted. Travel requests must be submitted at least four (4) weeks prior to the travel occurring. If requests are for webinars or other online training, submit the request within one (1) week. Out-of-state travel requests are only honored when such training cannot be provided in-state and such training is required for the employee's position and/or job requirements (e.g., training for trainers of Handle With Care). Contact the Director to obtain an Out-of-State Travel Request Form at least four (4) weeks in advance.
2. Complete the Travel Request Form as found on the VASE website under Employee Forms.
 - a. Complete and attach the registration form for the conference, training, webinar, or workshop. If the registration form does not provide sufficient information about the nature of the training, also attach the conference brochure. If registration is online, print information about the conference. Do not complete the registration online until obtaining VASE administrative approval on the Travel Request Form. Never register for a conference, online or otherwise, without first obtaining approval from a VASE administrator.
 - b. Attach documentation to verify the estimated mileage (i.e., distance as reported on a site such as Mapquest from the point of departure to the conference). Travel other than by car must be discussed with the Director in advance of completing the Travel Request.
 - c. Provide estimated costs for hotel. Hotel costs will not be paid if conference is less than 1 hour from the employee's home or conference start time is after 12 PM. Employee will be responsible for paying hotel costs at the time of the stay and required to turn in receipts for reimbursement. In rare circumstances, an employee may request that a VASE administrator make reservations in advance using the VASE credit card. Employees are encouraged to share hotel reservations when more than one person of the same gender are attending the same conference.
 - d. Meal costs can be requested only if such costs are not included in the conference registration fees. That is, if the conference or hotel includes a continental breakfast or lunch, then the employee cannot ask for VASE to pay for meals that the employee chooses to eat elsewhere. Snacks will not be reimbursed.
Per the VASE Collective Bargaining Agreement, "Meal expenses for full-day travel that commences prior to 7:00 AM and extends past 6:00 PM shall be reimbursed at the following rate: a maximum of fifty dollars (\$50) per day with no per meal allowance

unless partial day travel is involved per the following schedule: (1) Breakfast at ten dollars (\$10) provided travel commences prior to 7:00 AM, (2) Lunch at fifteen dollars (\$15), and (3) Dinner at twenty-five dollars (\$25) provided travel extends past 6:00 PM. Itemized receipts must accompany any claim for meal expense, cannot include alcoholic beverages, and must be submitted for reimbursement within 10 business days of the travel.”

- e. Other Expenses – list expenses that you anticipate will occur (e.g., parking fees, toll costs)
- f. Obtain written signature from the principal(s) from the building(s) for which you are assigned on the dates of travel to signify that they approve of your absence.
- g. Submit the Travel Request to the Director.
- h. The Director will approve or disapprove the request. Consideration is given to the nature of the training and its relation to the employee’s position, the number of professional development leave days the employee has already taken during the school year, and the amount of professional development funds the employee has already spent during the school year.
- i. The Director will submit the form to Technical Assistant for Audiology/Early Childhood for processing. The Technical Assistant will be responsible for the registration, whether online, fax, or mail.
 - i. If a check is required, the Technical Assistant will complete a Purchase Order, obtain a signature from a VASE administrator, and submit the Purchase Order and Travel Request packet to the Bookkeeper and indicate that a check is required. The Bookkeeper will then be responsible for mailing the Registration Form with the check.
 - ii. If a Purchase Order versus a Check is accepted for registration, the Technical Assistant will complete the Purchase Order, obtain a signature on the Purchase Order from a VASE administrator, then submit the Registration Form as indicated, such as online, via fax, or by mail. The Travel Request packet and PO will then be submitted to the Bookkeeper.
 - iii. If online registration requires a credit card, the Technical Assistant will obtain the credit card from a VASE administrator and will complete the online registration for the employee. The Technical Assistant will complete a Purchase Order and indicate VISA as the vendor and attach the registration receipt to the PO. The Travel Request packet and PO will be submitted to the Bookkeeper.
 - iv. The Bookkeeper keeps the Travel Requests on file.

(Please note that if an employee submits the Registration form prior to approval by the Director, the employee is not guaranteed that the travel will be approved simply because the employee already registered.)

- j. The Technical Assistant will keep a copy of the Travel Request form and return a copy of the Travel Request form to the employee. If travel was approved, the Technical Assistant will mark the employee’s professional development leave on the VASE Google Calendar and add the number of Professional Development leave days to the Attendance spreadsheet.

- k. Once the employee receives a copy of the Travel Request indicating that the travel has been approved, the employee is then responsible for making his/her own hotel reservations.
3. Within one week of attendance at a professional development activity, the employee must complete the Travel Reimbursement Form as found on the VASE website under Employee Forms.
- a. Attach the receipts from the hotel. Receipts must show all expenses incurred. VASE will not reimburse you for extra costs associated with your stay, such as renting movies in your room or internet access.
 - b. Attach ITEMIZED receipts for food. Only meals and not snacks will be covered. If receipts are not itemized, then you will not be reimbursed.
 - c. Attach receipts from any incidental expenses (e.g., parking). VASE will not reimburse for VALET parking or TIPS.
 - d. Submit the Travel Reimbursement Form and receipts to the Technical Assistant for Audiology/Early Childhood.
 - e. The Technical Assistant will review the receipts and mileage and submit the Form to the Director for approval. The Technical Assistant will also compare the Travel Reimbursement form to the Travel Request Form to look for significant differences between amounts requested.
 - f. The Director will sign and submit the Travel Reimbursement packet to the Bookkeeper. The Bookkeeper will keep the Travel Reimbursement packets on file.
 - g. The Bookkeeper will issue a reimbursement check to the employee following the next Board meeting.