VERMILION ASSOCIATION FOR SPECIAL EDUCATION

Requests to Attend Conferences, Trainings, or Workshops

and Requests for Reimbursement of Costs:

MEMBER DISTRICT EMPLOYEE PROCEDURES

1. Only requests for in-state travel to conferences, trainings, or workshops or costs associated with travel to trainings offered at VASE 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 costs, 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. Only requests for travel to conferences, trainings, or workshops directly related to special education can be accepted.

3. All requests for travel using VASE funds must be pre-approved prior to travel occurring.

4. Instead of completing your District forms for requesting travel, member district employees who wish to have costs covered by VASE shall complete the VASE Member District Employee Travel Request Form as found on the VASE website under "Staff Information" and "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 the training is VASE-sponsored, there is no need to attach the registration form or brochure.
    b. Estimate mileage (i.e., distance as reported on a site such as Mapquest).
    c. Provide estimated costs for hotel. Hotel costs will not be paid if conference is less than one hour from the employee's home or the conference start time is after 12 PM.
    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 seventy-five dollars ($75) per day with no per meal allowance unless partial day travel is involved per the following schedule: (1) Breakfast at fifteen dollars ($15) provided travel commences prior to 7:00 AM, (2) Lunch at twenty-five dollars ($25), and (3) Dinner at thirty-five dollars ($35) 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. Costs for substitute teacher can be requested.
f. Other Expenses – list expenses that you anticipate will occur (e.g., parking fees, toll costs, stipend for attending)
g. 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.
h. The Principal shall then submit the Travel Request to the Superintendent for approval. This ensures that the Superintendent agrees to using funds allocated by VASE for District use.
i. The Superintendent then submits the Travel Request and accompanying documents to the Director.
j. The Director will approve or disapprove the request. As long as the request meets the criteria of in-state travel related to special education, then approval will be given.
k. The Director will submit the form to the VASE Bookkeeper. The Bookkeeper will maintain a copy of the Travel Request and return a copy to the district employee. The employee must then follow District procedures for registration and hotel reservations.

5. Following attendance at the professional development activity, the district employee must complete the VASE Member District Travel Reimbursement Form as found on the VASE website under Employee Forms and submit the Form and all attachments listed below to their District Office. If receipts are not itemized and attached, the District will not be reimbursed.
    a. Attach receipts from the conference registration.
    b. 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.
    c. Attach ITEMIZED receipts for food. If receipts are not itemized, then VASE is not allowed to reimburse the costs.
    d. Attach receipts from any incidental expenses (e.g., parking). VASE will not reimburse for valet parking.
    e. For substitute teacher costs, simply list the district rate of pay for the substitute.

6. The District Office will reimburse the employee per District procedures. (VASE will not reimburse any member district employee directly.)

7. The District Office then submits the Travel Reimbursement Form, including all attached receipts to the VASE Office. The Bookkeeper will review the documents against the Travel Request and submit the Reimbursement Form to the Director for approval.

8. The Director will sign and submit the Reimbursement Form to the Bookkeeper. The Bookkeeper will issue a reimbursement check to the District.