FORM A

WINDBER AREA SCHOOL DISTRICT

REQUEST TO ATTEND A CONFERENCE, CLINIC, OR MEETING OF A PROFESSIONAL GROUP

STAFF MEMBER'S NAME: _____

NAME OF CONFERENCE: _____

NAME OF SPONSORING ORGANIZATION: _____

LOCATION OF MEETING: _____

DATE(S) OF MEETING: _____

***PLEASE ATTACH BROCHURE OR PAMPHLET THAT GIVES PERTINENT INFORMATION ON THE CONFERENCE.**

ALL PROJECTED COSTS MUST BE LISTED BELOW	
Transportation (MUST CALCULATE USING CURRENT MILEAGE RATE)	
Total Hotel Rate (if applicable)	
Substitute (if needed) _____ days @ $125/day =	
Substitute Nurse (if needed) _____ days @ $150/day =	
Other Expenses:	
Other Expenses:	
Other Expenses:	
PROJECTED TOTAL	**$**

NUMBER OF STUDENTS TO ATTEND: _____

***As a rule, $60 per day is the maximum reimbursable allowance for three meals. Please refer to the Guidelines for Travel Expense Reimbursement for further explanation on page 2.**

Employees who fail to attend a scheduled conference that has been prepaid by the district will be required to reimburse the district for all costs incurred. The only excused absences from scheduled conferences will be due to emergency reasons (illness, funeral, family emergency, etc.) subject to approval by the Superintendent of Schools).

_____
Professional Employee's Signature Date

_____
Building Principal's Signature of Approval Date

_____
Director of Education's Signature of Approval Date

_____
Superintendent's Signature of Approval Date

TEACHER: COMPLETE CONFERENCE FORM REQUEST (FORM A) RETURN TO YOUR BUILDING PRINCIPAL WITH ALL PERTINENT INFORMATION.

BUILDING PRINCIPAL: FORWARD (FORM A) TO DIRECTOR OF EDUCATION.

GUIDELINES FOR TRAVEL EXPENSE REIMBURSEMENT
(Workshops, Webinars and Conferences)

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A. Non-allowable Expenses
   a. Snacks while traveling or for in the room
   b. Meals on the day before or meals after the event ends (distances and circumstances will be considered)
   c. Tipping other than for food
   d. Meals, if the registration cost includes meals
   e. Alcoholic beverages
   f. Personal Purchases
   g. Education-related Items (unless pre-approved)
   h. Tax Services
   i. Spousal Expenses

B. Meal Limitations (Including Tip) - **To receive meal reimbursement employees must keep and turn in all receipts showing the detailed meal description.**
   a. Breakfast $15.00
   b. Lunch $20.00
   c. Dinner $25.00
   d. Or daily total of **$60.00 for three meals** (if entitled to 3 meals per day)
   e. Reminder if a meal is included in the cost of registration, no meal will be paid. (See A-d)

C. Mileage
   a. Mileage will be reimbursed from the closest point (your home or the building in which you teach) to the event. Use Mapquest to help calculate the estimated mileage and actual odometer reading for reimbursement.
   b. Employees should carpool - every possible means of carpooling should be investigated. Two or more people going to the same workshop or conference will be asked to justify why they cannot car pool. Gas prices and mileage reimbursement continue to escalate and will continue to be a burden to the District. We need to do our share to save tax payers money.

D. Miscellaneous
   a. The Superintendent and the Business Manager may disallow an expense if a request is deemed inappropriate or unnecessary.

Board Approved: 8/19/2025

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