

## PROFESSIONAL DAY REQUESTS

**There are separate forms for workshops \$150 and OVER and for \$149 and under. See separate forms.**

### FOR ALL WORKSHOPS

1. As your workshop date approaches it is recommended that you call the workshop provider to confirm that your registration was received. If you arrive at the workshop and are not registered, do not attend. If you know the workshop was approved at a Board meeting, call Judy from the workshop location to confirm it is alright to attend and payment will be sent.
2. If you attend a workshop, not approved by the Board, and the Board is billed, you will be responsible for payment. The Board also will not reimburse staff for any workshop paid for personally, that hasn't followed this process and been pre-approved. Retroactive approval is not permitted.
3. Be sure the principal has included the budget line # on the requisition and the Request Form and has affirmed there are funds to cover the workshop.
4. Within 5 days of the workshop, you must complete your Travel Report, which is available on the district's website: Resources – Faculty – Travel Report.
5. *NEVER register for a workshop yourself or you will not be reimbursed. All registrations and PO's go through Judy Miller in the Business Office.*

It is necessary for you to **confirm ahead of time** that you are registered, not the day "of" the workshop.

*Workshop forms for \$150 and Over go to Kathie Festa **NOT** Judy Miller. Enter your workshop into Aesop for principal's approval. Complete the \$150 and over form AND a requisition. Give all to Kathie Festa so it can go on a Board agenda for approval. Be sure to include notes in your Aesop entry stating the **TITLE** of the workshop. Be sure to follow the directions 1-4 above to avoid having to pay for the workshop yourself.*

*Workshop forms for \$149 and Under bring Requisition and paperwork to Judy Miller **NOT** Kathie Festa. Enter your workshop into Aesop for approval. Be sure to include notes in your Aesop entry stating the **TITLE** of the workshop. Also, be sure to follow directions 1-4 above to avoid having to pay for the workshop yourself.*