

Request for Course Approval / Reimbursement Form

The District will reimburse staff members who have completed one (1) full year of service in the Milford School District and have met the conditions of reimbursement.

1. Complete part A prior to attending the course, have it signed by your Principal/Supervisor, and submit it to the SAU for Superintendent's approval. Use one form per course. When approved, the form will be returned to you.
2. After you have completed the course, fill out part B, attach the following documentation, and re-submit to the SAU for processing of payment. The following documentation is required to process your payment.
 - a. Official transcript of your grade.
 - b. Receipt of payment (cancelled check, credit card receipt, or official receipt from the college.)
 - c. Statement of current cost per credit charged by the college.

Request for Travel Approval/Reimbursement Form (T1/T2)

1. *Prior to Travel:*

Complete top section of the form with information on the activity, activity location, purpose & dates. In addition, complete the "Estimated" column for anticipated expenses related to the workshop and/or travel. Submit to your Principal or immediate supervisor for approval and signature. Send to the SAU for the Superintendent's approval.
2. *After Travel:*

Complete the "Actual" expense column after the meeting, check off the boxes under "Proof Required for each line item" and attach all receipts & other documents, and include a certificate of attendance. Send to the SAU for final approval and processing of payment.
3. All receipts must be original **itemized** receipts from the hotel, restaurant, etc. Credit card receipts alone will not be accepted. If your meeting involved multiple days, fill out an Itemized List of Costs sheet and submit to the SAU along with your Request for Travel Approval/Reimbursement Form (T1/T2). For mileage reimbursement, attach a map from the Internet for mileage confirmation and follow the instructions on the Home to Work Mileage Memo.
4. Receipts should not be shared – each individual should request his/her own receipt.
5. Reimbursement for meals is capped at \$35 per person per day. Tipping is included in the meal reimbursement and should not exceed 15% of the bill. The District does not reimburse for incidentals or other personal expenses.
6. Travel reimbursement forms should not include any pre-paid expenses covered by the District (eg. registrations paid by purchase order).

If a staff member chooses not to attend a District pre-paid, pre-registered workshop, s/he will be required to reimburse any costs incurred by the District.

Workshop/Seminar Reimbursement in Accordance with Teachers' Agreement

In accordance with Article VIII, Section E, of the *Agreement Between the Milford School Board and the Milford Teachers Association – July 1, 2015 to June 30, 2018*:

“The District shall annually reimburse bargaining unit members \$100.00 each for workshops and seminars, subject to the recommendation of the principal/director and approval of the superintendent. Teachers who have exceeded the \$100.00 professional development allotment may apply to the District no later than the 3rd Friday in May for additional reimbursement. The amount that each teacher shall be given will be either (1) the amount that he applied for (if there are sufficient funds available to satisfy the request), or (2) a percentage of what he applied for. The percentage will be obtained by dividing the excess funds by the total of all requests. In no case shall such payment from unused funds for any teacher exceed \$200.00 per year.”

In order for the SAU to process final payment requests staff members must provide workshop/seminar literature which shows the cost of the event; proof of payment of registration fees; itemized receipts for any reimbursable meals or lodging; and proof of attendance (e.g. Certificate of Participation, etc.)

Milford School District Policy Manual, Section 2335 – District Travel Reimbursement: Conferences, Seminars, Workshops) provides detailed requirements for travel reimbursement.