

**LAKWOOD LOCAL SCHOOL DISTRICT  
PROCEDURES FOR PROFESSIONAL LEAVE REQUESTS**

**STEPS PRIOR TO ATTENDING CONFERENCE**

**Employee should complete a Professional Leave Form (Rev. 9/11) and the conference registration form. If requesting mileage, a MapQuest must be turned in for each leg of the trip that is actually taken, including home to school. Turn in directions only – no maps.**

**These forms should then be submitted to the building principal for approval. Once the building principal approves or rejects the leave, the forms are then sent to the superintendent's office.**

**The superintendent will approve or reject the professional leave request. If the professional leave is approved, the forms will be forwarded to the treasurer's office for processing of purchase order(s). If the professional leave is rejected, the forms will be returned to the employee with the reason for rejection.**

**The treasurer's office will prepare the purchase order(s). A purchase order will also be prepared for the employee, if applicable, for reimbursement of mileage and other conference costs.**

**All forms are to be complete and have appropriate signatures or paperwork will be sent back to the building principal.**

**STEPS AFTER ATTENDING CONFERENCE**

**Employee should complete a Post Conference Reimbursement Form (Rev 9/11). All ITEMIZED receipts and the yellow copy of the employee's purchase order should be attached to this form. This form, the itemized receipts and the purchase order should be submitted to the building principal for their signature.**

**Once signed by the employee and the building principal, all paperwork should be submitted to the treasurer's office for payment.**

**All Post Conference Reimbursement forms have to be submitted for payment within 30 days of the conference date. All purchase orders after 30 days from conference date will be cancelled and employee will not receive reimbursement for expenses.**

## **Examples of Professional Mileage Reimbursement using MapQuest**

### **Example 1**

**If you drive from a Thornville address to Lakewood Local Schools every day to work, the mapquest would show 6 miles. If you are going to a conference at the Greater Columbus Convention Center from your house in Thornville, the mapquest would show 37 miles. You would request reimbursement for 31 miles each way.**

**37 total miles minus 6 miles every day travel to work equals 31 extra miles for professional development one way. A total of 62 miles for professional development for the day could be requested. Attach a copy of both mapquests showing mileage.**

### **Example 2**

**If you drive from a Pickerington address to Lakewood Local Schools every day to work, the mapquest would show 33 miles. If you are going to a conference at the Greater Columbus Convention Center from your house in Pickerington, the mapquest would show 10 miles. You would NOT request reimbursement for professional development mileage since the amount of miles traveled to work every day exceeds the amount traveled for the professional development.**

### **Example 3**

**If you drive from a Thornville address to Lakewood Local Schools every day to work, the mapquest would show 6 miles. If you leave Lakewood Local Schools and go to a professional development meeting at LACA, the mapquest would show 3 miles from Lakewood Local Schools to LACA. If after the meeting you go from LACA to your Thornville address, the mapquest would show 9 miles. You would request reimbursement for 6 miles for the day. 3 miles from work to LACA plus 9 miles from LACA to home minus 6 miles from home to work. Attach a copy of all mapquests showing mileage.**



LAKWOOD LOCAL SCHOOL DISTRICT  
POST CONFERENCE REIMBURSEMENT FORM

Attach itemized receipts and yellow copy of purchase order within 30 days of conference date. Forms submitted for payment after 30 days and forms submitted with no purchase order PRIOR to conference date will be denied payment.

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

CONFERENCE DATE(S): \_\_\_\_\_



EXPENSES: (Attach Itemized Receipts)

TRAVEL (Auto) _____ (Mileage X Standard Mileage Rate)	\$ _____
TRAVEL (OTHER)	\$ _____
LODGING	\$ _____
FOOD	\$ _____
PARKING	\$ _____
MISCELLANEOUS _____	\$ _____
_____	\$ _____
<b>TOTAL</b>	\$ _____

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Forms received without signatures will be returned to building principal.