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**KING GEORGE COUNTY PUBLIC SCHOOLS
PROFESSIONAL LEAVE REQUEST/REIMBURSEMENT FORM**

Name: _____ Position: _____

Title of Conference: _____

Location of Conference: _____

Date(s) of Conference: _____ Substitute Date(s): _____

Choose: KGHS KGMS KGES PES SES Preschool SBO

	Amount Requested	Amount Approved
	Fill In Before Conference	Administrative Use Only
Registration Fees		
Mileage at the GSA rate		
Lodging (check GSA rate)		
Meals not to exceed the daily GSA rate		
Other Costs		
←←← Total →→→		

Required Signatures for Submission	
Applicant's Signature	Date
Principal's Signature	Date
Account Administrator's Signature	Date
Account Code to Charge	
Division Finance Manager Signature:	Vendor Number

Please attach receipts to this form and return to the account manager after travel.

Division Professional Development Procedures

Before Travel

If you plan to request reimbursement for Professional development expenses complete the following:

Registration

-If you registered for the conference using your personal funds, a receipt must be attached to the leave request.

Travel Document

-Use a mapping program to show mileage. For example, Google Maps will show a round trip mileage number. Attach the map document to the Leave Request. Mileage is only paid if a division vehicle is not available.

Accommodation Reservation

-Make a reservation. Do not pay for your accommodations before the event. If the event is canceled and you have already paid for your hotel, the division will not be able to reimburse you. Attach the reservation document to the Leave Request.

Meal Expenses

-Use the daily GSA rate to show an approximate amount needed for reimbursement. Actual reimbursement will be based on the itemized receipts that are turned in after the conference.

GSA Rate: Check the Per Diem mileage, meal, and lodging rates at the U.S. Government General Services Administration (GSA) website. Do not exceed the daily rate (excluding tax). An itemized receipt is required in order for an employee to be reimbursed.

<http://www.gsa.gov/portal/content/104877>

After Travel, Reimbursement of Receipts

1. Original ITEMIZED receipts are required for all reimbursements. Credit card/debit card slips are NOT acceptable if they are not itemized. Original itemized receipts must be attached to the reimbursement forms.
2. To receive reimbursement ALL claims must be submitted no later than 5 business days after the completion of travel.