

COLUMBUS COUNTY SCHOOLS PRIOR APPROVAL/REIMBURSEMENT REQUEST FOR STAFF DEVELOPMENT ACTIVITY

Check appropriate box: Prepay Registration Travel Substitute Pay Certificate Renewal

Name			
Last	First	Middle	Last 4 digits of SS Number
Address		School Assignment	
Email Address		Teaching Assignment	
Title of Activity/Course/Workshop			Date(s) of Activity
Location of Activity/Course/Workshop		Institution offering credit	
Description of workshop			

REGISTRATION IS THE ONLY ITEM ELIGIBLE FOR PRE-PAYMENT AND REGISTRATION FORMS MUST BE SUBMITTED WITH PRIOR APPROVAL 3 WEEKS BEFORE ACTIVITY FOR PRE-PAYMENT. IF REGISTRATION IS PREPAID AND YOU DO NOT ATTEND, IT BECOMES YOUR RESPONSIBILITY TO REIMBURSE THE REGISTRATION FEE TO COLUMBUS COUNTY SCHOOLS. IN ORDER TO BE REIMBURSED, YOU MUST RETURN THIS FORM WITH THE REQUIRED RECEIPTS ATTACHED AND THE "ACTUAL MILES TRAVELED" BLOCK SIGNED IF REQUESTING TRAVEL. TO VERIFY COMPLETION OF AN ACTIVITY, A GRADE REPORT OR A "CERTIFICATE OF CREDIT" IS REQUIRED. TO RECEIVE A TUITION REIMBURSEMENT, YOU MUST SUBMIT YOUR TUITION RECEIPT. IT IS YOUR RESPONSIBILITY TO TURN IN ALL REQUIRED DOCUMENTS TO THE DEPARTMENT DIRECTOR.

Maximum allowable reimbursement rates for official business expenses:

- a. Travel @ 58¢ per mile
- b. *Meals (Meals are allowed only when overnight stay is required.)

	<u>In-State</u>	<u>Out-of-State</u>	<u>*Applies ONLY when overnight stay is required.</u>
Breakfast:	\$ 8.40	\$ 8.40	*Breakfast: Depart prior to 6:00 a.m.
Lunch:	\$11.00	\$11.00	*Lunch: Depart prior to 10:00 a.m.
Dinner:	\$18.90	\$21.60	*Dinner: Return after 8:00 p.m.
- c. Lodging: \$71.20 \$84.10

<i>Employee Must Complete</i>			<i>Central Office Use Only</i>
Estimated Costs:	Actual Costs:		
Complete BEFORE activity:	Complete AFTER activity:		
\$ _____ Registration (receipt required)	\$ _____	Registration: \$ _____	
\$ _____ Lodging (receipt required)		Lodging: \$ _____	
_____ Total # Nights stay _____	\$ _____	Meals: \$ _____	
\$ _____ Meals:	\$ _____	Travel: \$ _____	
_____ Total # Breakfasts _____		Other: \$ _____	
_____ Total # Lunches _____		TOTAL: \$ _____	
_____ Total # Dinners _____			
\$ _____ Travel _____ miles @ 57.5¢	\$ _____		
\$ _____ Other _____	\$ _____		
\$ _____ Tuition	\$ _____		
\$ _____ Total Reimbursement Requested	\$ _____		

Complete Departure Date/Time: _____ Return Date/Time: _____
AFTER activity: Actual Miles traveled: _____ Employee Signature: _____

Signature of Employee _____ Date _____

Signature of Superintendent/Principal/Director _____ Date _____

PRINCIPAL/DIRECTOR CHECK SOURCE OF FUNDS:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Academically Gifted | <input type="checkbox"/> DSSF | <input type="checkbox"/> NCPK | <input type="checkbox"/> Title I |
| <input type="checkbox"/> Career Technical | <input type="checkbox"/> Early College (055) | <input type="checkbox"/> Nurse Travel | <input type="checkbox"/> Title II |
| <input type="checkbox"/> Central Office Travel | <input type="checkbox"/> Exceptional Children | <input type="checkbox"/> Read to Achieve | <input type="checkbox"/> Title III |
| <input type="checkbox"/> Digital Teaching & Learning | <input type="checkbox"/> JCPC Grant | <input type="checkbox"/> Social Work Travel | <input type="checkbox"/> Activity NOT Approved |

(CENTRAL OFFICE USE ONLY)

INITIAL APPROVAL:

Funding: Yes No
Renewal Credit: Yes No

Department Director Signature _____ Date _____

Finance Officer Approval for Funding: _____ Date: _____

VERIFICATION: I recommend that certificate renewal credit be given to the above employee. Completion of the above activity will be verified by the attachment of a "certificate of credit" or the receipt of a grade report.

PREPAID EXPENSES

Registration Payable to _____

Total Amount: \$ _____ Code: _____

Superintendent / Department Director Signature

Date

FINAL PAYMENT APPROVAL

Documentation of expense Yes No
Prior Approval/Reimbursement Request Complete Yes No
Appropriate activity for staff development Yes No
Reimbursement grant approved Yes No

Amount: \$ _____ Code: _____

Superintendent / Department Director Signature

Date