

DOCUMENTATION FOR TRAVEL REIMBURSEMENT

For Professional Development

1. Request permission to attend Out of District Professional Development from your principal.
2. Complete the *Professional Development Participation Request* form and submit to your principal.
3. The Curriculum Department will complete the registration for each participant.
4. Fill out a *Vehicle Request Form* and email to: dajohnson@parkerusd.org
5. The participant will be required to submit the following documentation for reimbursement on the:

Parker Unified School District #27

School District Travel Expense Claim

Available on the district website under Miscellaneous Forms

- Departure address and arrival address must be on the form. Time of departure/arrival must also be on the form to determine meal reimbursements. **Each person must obtain an itemized receipt for each meal. Be sure to make that request from the Wait staff. Alcoholic beverages and tips are not eligible for reimbursement.**
- Odometer reading for Private Vehicles only
- Securing lodging is your responsibility. A copy of the bill will need to be submitted with all the other paperwork.
- Other allowable expenses: Parking in self -parking areas only. (Valet parking will not be reimbursed).
- Submit all documentation to Amy Conway, Curriculum Director.