

**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		@columbus.k12.nc.us	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 @ 54.5¢ 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:	\$ 8.30	\$ 8.30	*Breakfast: Depart prior to 6:00 a.m.
Lunch:	\$10.90	\$10.90	*Lunch: Depart prior to 10:00 a.m.
Dinner:	\$18.70	\$21.30	*Dinner: Return after 8:00 p.m.
- c. Lodging: \$67.30 \$79.50

<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 @ 54.5¢	\$ _____	
\$ _____ 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"/> Early College | <input type="checkbox"/> Nurse Travel | <input type="checkbox"/> Title III |
| <input type="checkbox"/> Career Technical | <input type="checkbox"/> Exceptional Children | <input type="checkbox"/> Social Work Travel | <input type="checkbox"/> Activity NOT Approved |
| <input type="checkbox"/> Central Office Travel | <input type="checkbox"/> JCPC Grant | <input type="checkbox"/> Title I | |
| <input type="checkbox"/> DSSF | <input type="checkbox"/> More at Four | <input type="checkbox"/> Title II | |

(CENTRAL OFFICE USE ONLY)

INITIAL APPROVAL:

Funding: Yes No
Renewal Credit: Yes No

Department Director Signature _____ 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