

Section A - Leave Form

All certified staff requesting professional leave shall complete a Request for Professional Leave form prior to the date of the requested leave. Within five working days of returning from the leave, the employee shall complete a Statement of Actual Expenses Paid by Employee and submit it to the principal's office, accompanied by supporting receipts. In the case of district office employees, the form and receipts shall be submitted to the office of the assistant superintendent for business affairs. When more than six staff members district wide request authorization for professional leave to attend the same conference when the leave involves out-of-state travel or requires overnight accommodations, authorization shall require prior approval of the Board of Education.

Section B - Travel Reimbursement Procedures

1. Scope

Employees traveling on official Glenbrook business must comply with all travel policies.

2. Cash Advances

Advances must be requested on a Request for Professional Leave Form (RPLF). Travel advances are limited to 2/3 of the total actual estimated out-of-pocket expenses. Advances shall be issued no sooner than five (5) days prior to the date of travel. Advances shall be reconciled on a Statement of Actual Expenses within ten (10) days after the date of travel. Advances will only be issued when an overnight stay is required and the amount of the advance is at least \$50.

3. Prepaid Expenses

Prepaid expenses for airfare, accommodations, and conference registration must be requested on a Request for Professional Leave Form. Prepaid expenses are not eligible for advance.

4. Expense Reporting Connected to Glenbrook Business Travel

The official Statement of Actual Expenses Paid shall be used to report expenses. Receipts are required for transportation, lodging or miscellaneous expenses that individually exceed \$10.00.

- 1) The following expenses are reimbursable:

Section B - Travel Reimbursement Procedures (continued)

1. Mileage, parking and tolls where appropriate. In the event that an individual chooses to use a personal vehicle, reimbursement will not exceed the cost of a round trip coach airfare and will be paid at the current IRS mileage in effect each year.
2. Telephone calls to the home or school district not seen as excessive in non-emergency situations.
3. Gratuities Guide: \$.75 - \$1.00 per bag, 15% for cabs, and 10 - 15% for restaurants.
4. Commercial air travel. All air transportation will be arranged directly with the director of operations. Travel arrangements should be booked at least 21 days in advance of travel to take advantage of any advance purchase discounts.
5. Lodging expenses for conferences should not exceed the single occupancy conference rate for the headquarters hotel.
6. Ground transportation as needed. Travelers should seek the most economical means of ground transportation. Generally, airport or hotel shuttles provide the least expensive means of reaching a destination and should be used when available. In cases where it is determined that another alternative is more cost efficient the traveler may elect to use the alternative.

2) The following items are not reimbursable:

1. Personal health and recreational expenses.
2. Other personal expenses (not related to Glenbrook business).
3. Alcoholic beverages.

5. Travel Reconciliation

1) Staff:

It is the responsibility of each supervisor to review business related travel expenses to ensure that they are in compliance with the regulations. It is within the jurisdiction of the supervisor to disallow reimbursement of expenses that are not in compliance with the regulations or are deemed to be unreasonable or excessive. Upon the recommendation of the supervisor and after the approval of the business office, payment will be made to the claimant.

2) Board:

All requests for business travel must be approved in advance by the president in accordance with this regulation.

Section B - Travel Reimbursement Procedures (continued)

6. Cancellations

Unused tickets or any portion thereof must be returned to the travel agency as soon as possible for proper credit and processing. The travel agency should be notified immediately if a ticket is lost or if there are any changes in travel plans.

7. Combining Business And/or Personal Expenses

Individuals, who extend a business trip for personal reasons, are responsible for any increased costs.

8. Meals

1) Those conference meals which are paid along with the registration fee, will be paid at full cost. No other per diem meal reimbursement will be provided for discretionary travel.

2) For overnight travel, such as travel for IHSA, sanctioned events or district required travel, the superintendent or his designee may authorize meal reimbursement. Such reimbursement shall not exceed the following guidelines:

Breakfast \$4.00 (Leaving at or before 6:00 a.m.)

Lunch \$8.00 (Only if on approved professional development leave or approved field trip)

Dinner \$20.00 (returning from travel at or after 7:00 p.m. or beginning travel prior to 6:30 p.m.)

Issued: July, 1992

Revised: August 21, 2000

Revised: May 12, 2003