

CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION

WORKSHOP/CONFERENCE REQUEST

Name: _____ Date of Request: _____

Workshop/Conference Title: _____

Topic(s): _____

Location: _____

Date(s): _____ Time: From: _____ to _____

Registration Deadline: _____

Justification of importance of staff to attend this event. Statement of purpose, issues to be addressed and relevance to improving instruction or operations.

Assignment (on day(s) of Wkshp/Conf): _____

Employee Signature: _____

IDENTIFY ALL EXPENSES ON THE REVERSE AND ATTACH TRAVEL ITINERARY, SCHEDULE OF EVENTS, AND REGISTRATION FORM.

Funding source & account number: _____

| | | | |
|------------|----------|--------|------|
| Supervisor | Approved | Denied | Date |
|------------|----------|--------|------|

| | | | |
|----------------|----------|--------|------|
| Superintendent | Approved | Denied | Date |
|----------------|----------|--------|------|

| | | | |
|----------------------|----------|--------|------|
| Board Action: | Approved | Denied | Date |
|----------------------|----------|--------|------|

REQUEST FOR TRAVEL EXPENSES

In accordance with P.L. 2007 c.53:

- All travel must be approved in advance by the Superintendent, and must also be approved in advance by a majority of the full voting membership of the Board. For board members, the board must require that the travel be approved in advance by a majority of the full voting membership of the board, and that the travel comply with the School Ethics Act (SEA). Board agenda requests must be submitted no later than one week before the board meeting.
- All travel must be educationally necessary and fiscally prudent;
- All travel must be directly related to and within the scope of the employee's, or board member's, current responsibilities and, for employees, within the scope of their professional development plan;
- All travel must be critical to the instructional needs of the Commission or furthers the efficient operation of the Commission;
- All travel must be in compliance with State travel payment guidelines established by the Department of Treasury and with guidelines established by the federal Office of Management and Budget, except where those guidelines conflict with Title 18A;
- All travel expenditures require that the board member or employee submit a brief report to a designated party within 21 days. The report must include a description of the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving Commission instruction or operations.
- All travel payments will only be made upon compliance with this section of A5 and the Commission's travel policy provisions and approval requirements. No purchase order, payment or reimbursement for travel will be made without prior Superintendent and Board of Directors approval and full compliance with P.L. 2007, c.53 and Board policy.

ESTIMATED COSTS

| | | | |
|---|----------|--------------------------|----------|
| Fees: | \$ _____ | Lodging | |
| Travel/Mileage: | \$ _____ | Number of nights: | _____ |
| Tolls: | \$ _____ | Location: | _____ |
| Parking: | \$ _____ | Lodging Costs: | \$ _____ |
| Meal Expenses and Incidental Expenses: | \$ _____ | | |