

HAMILTON TOWNSHIP SCHOOL DISTRICT
PROCEDURES FOR PROFESSIONAL DEVELOPMENT AND REIMBURSEMENT
OF TRAVEL COSTS

1. Create an absence utilizing the district substitute/attendance software (Aesop).
2. Complete a **REQUISITION FORM** for the registration cost only.
 - a. Attach the registration form and additional information; which includes the agenda or schedule of events during the workshop/conference.
 - b. Do not include any travel costs that will be reimbursed following the event.
 - i. You may pay in advance and request reimbursement **ONLY** after receiving approval from the Superintendent.
 - c. Include a completed **TRAVEL EXPENSE REPORT** showing estimated costs to be reimbursed or paid for the event.
 - i. This form must be completed even if no travel costs will be submitted for reimbursement.
3. Submit the above forms to your building Principal or Supervisor **AT LEAST** 45 days prior to the event, preferably 60 days. Please give as much time as possible or your request may be denied due to lack of time to process and receive board approval.
4. The absence created in Aesop will be forwarded to the Curriculum Office for review and approval following Principal or Supervisor approval. The absence will then be forwarded to the Superintendent for approval.
5. Complete a **PROFESSIONAL DAY FOLLOW-UP** form following the workshop/conference and submit to your building Principal or Supervisor.
6. Submit a **REQUISITION FORM** for mileage reimbursement and other expenses **within 30 days** of the conference or reimbursement may **NOT** be given. IRS regulations stipulate that your normal daily commuting miles must be deducted from your mileage reimbursement. Original receipts must be provided, not a credit card statement, or reimbursement cannot be made. **You need to include copies of your vehicle registration and insurance cards with this requisition.**

Important Information:

- NO reimbursement for overnight stay or meals will be reimbursed for ANY workshops or conferences in New Jersey, or within 50 miles of your home, unless a waiver has been granted by the Commissioner of Education or written approval given by the Executive County Superintendent.
- For multi-day conferences outside of New Jersey, please contact Mr. Smith at x6303 for additional information concerning allowable costs. **DO NOT** make any reservations for lodging or airfare until preliminary approval is received.

PLEASE NOTE: If your workshop is at ETTC – you must register yourself online.