

LIBERTYVILLE SCHOOL DISTRICT 70

1381 W. LAKE ST

LIBERTYVILLE, IL 60048

(847) 362-9695 • (847) 362-3003 (FAX)

• Adler Park School • Butterfield School • Copeland Manor School •
• Rockland School • Highland Middle School •

PROFESSIONAL MEETING/WORKSHOP ADDITIONAL EXPENSE REIMBURSEMENT FORM

The professional growth fund has allocated a total dollar amount per person per year for the registration costs of Workshop/Professional Meetings as stipulated in Article XV, Section B of the Professional Negotiations Agreement. Additional expenses will be considered for further reimbursement based upon professional growth fund proceeds. In order to be considered for further reimbursement, please complete this form after you have filled out the Cash Disbursement for your contracted amount, attach receipts and return it to the LEA President by May 20. (Keep copies of this form and receipts for your records)

Your request will be confirmed in writing. **IF YOU DO NOT RECEIVE THIS WRITTEN CONFIRMATION BEFORE MAY 20, YOUR REQUEST HAS NOT BEEN RECEIVED AND WILL NOT BE PAID.** When you receive the written confirmation, review your paperwork and double check that the amount is correct.

Date form submitted: _____ School: _____

Name: _____ Grade/Subject: _____

Meetings/Workshops Title: _____

Location: _____

Date(s) of Meetings/Workshops: _____

Total Cost of Workshop/Meeting Registration: _____

Registration Cost Reimbursed so far via Cash Disbursement form: _____

Additional Registration Fees you paid out of pocket and are still seeking reimbursement for:

Air/Train Fare: _____ Parking: _____

Mileage: _____
(visit irs.gov for current reimbursement rate, then calculate and write dollar amount here):

Tolls (search illinoisvirtualltollway.com for a tolls calculator): _____

Lodging (not to include extra room charges): _____

Meals: _____
(only reimbursed for keynote speaker events awards ceremonies, often part of multi-day conferences. Meals when you go out to lunch during a workshop day are NOT reimbursable):

Total amount requested from fund: _____

Note: Reimbursement checks will be issued with the June 30 paychecks.
Reimbursement Workshop Expenses Updated 11/13/13