



Sterling Public Schools

Where kids achieve!

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www.sterlingpublicschools.org

Dr. R. Tad Everett, Superintendent

District Paid Workshop/Conference Policies

1. All workshop/conference requests need to be submitted to the building principal for approval using the attached form. District paid workshop attendance is for during the school year only.
2. The building principal then sends it to Becky Haas.
3. Becky will register the participant and make sure the fee is paid.
4. Hotel rooms are offered for participants traveling more than two hours away. Hotel rooms are shared if staff members of the same gender are attending.
5. If a hotel room is needed, this must be stated on the request form. The room is booked under the staff members name with the district credit card. Becky fills out the credit card authorization with the providing hotel.
6. Staff are allowed a \$40 allowance for meals per day. Please keep receipts for reimbursement purposes. Reimbursement is for food and non-alcoholic beverages only.
7. If multiple staff members are traveling together the district suburban will be reserved. If the district suburban is not available, staff members are expected to car pool and one person can claim mileage.
8. Gas is not reimbursable, however staff are allowed to claim mileage if the district vehicle is not available.
9. Upon return the mileage form needs to be filled out and submitted to Becky. Please check with your building secretary to get the current mileage rate. Food receipts can be attached to the same form.

District Paid Workshop/Conference Request

Staff Member's Name: _____

IEIN Number: _____ **School:** _____

Name of Workshop/Conference:

If you are a member, please provide your member number: _____

Location of the Workshop/Conference:

Web-site and contact information:

Registration Fee: _____

Date(s) of Conference: _____

Hotel Needed: (please circle) Yes No

If this event is at a hotel, please list the hotel name:

Substitute Needed: (please circle) Yes No

Other information/comments:

Describe what School Improvement Goal or District Initiative this workshop/conference will address:

Describe how you will share your new learning with other staff members:

Principal's Authorization: _____

Date: _____

District Office Use

Date Received: _____

Authorized by: _____

Account Name: _____

Account Number: _____