



# **BARRY INTERMEDIATE SCHOOL DISTRICT**

535 West Woodlawn Ave. Hastings, Michigan 49058-1038

[www.barryisd.org](http://www.barryisd.org)

Fax (269) 945-2575

## **PROFESSIONAL MEETING REQUEST PROCEDURE**

1. Submit a completed Professional Meeting Request Form to your immediate supervisor.
2. Submit any information regarding the conference or professional development opportunity which would be helpful in determining relevance to your job responsibilities.
3. Include ALL estimated expenditures, including registration fees, lodging, meals, transportation/parking.
4. Requests will be reviewed by your supervisor and the Superintendent for approval, and you will be notified by email when your request has been approved or denied.
5. Staff members are responsible for their own registration and reservations, unless they make other arrangements with the Business Office. (ie: needing to register several staff members at once for the same conference)
6. If staff are requesting reimbursement, they will submit a completed Expense Reimbursement Form, with all itemized receipts, to the Business Office within two weeks of their return to work. This form can be located on the Barry ISD website, under "Staff Requests and Forms".
7. HN #4338 requires pre-approval of all out-of-state travel by an ISD board member. Please plan in advance for any out-of-state requests, so the Barry ISD board can approve/deny in a timely manner. These requests must be received in the office of the Superintendent seven days prior to the Board meeting so as to be considered and added to the agenda.

### **Important reminders:**

No charges for alcohol/tobacco shall appear on any receipt submitted for reimbursement.

No tax shall be reimbursed.

If you need a tax exemption form for a hotel stay paid for with the Barry ISD purchase card, please contact the Business Office before your departure and one will be prepared for you. If you fail to do so, you will be responsible for acquiring one and contacting the facility to have sales tax removed upon your return to work **OR** reimbursing the Barry ISD directly for the sales tax incurred.



## BARRY INTERMEDIATE SCHOOL DISTRICT PROFESSIONAL MEETING REQUEST

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Briefly narrate purpose of  
conference/workshop: \_\_\_\_\_

Location (City & State): \_\_\_\_\_ Dates: \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Planned Payment Method (one or both)

I will use the BISD card for expenses

I will self-pay and request reimbursement

(to be completed by business office)

	ESTIMATED EXPENSES	ACTUAL EXPENSES	EMP. REIMB.	BISD CARD
REGISTRATION	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
MILEAGE <small>(total miles x rate at time of travel)</small>	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
MEALS <small>(upto \$40 daily, per BIEA contract)</small>	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
LODGING	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
OTHER _____ <small>(specify)</small>	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
OTHER _____ <small>(specify)</small>	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
TOTAL	\$ _____	\$ _____	\$ _____	
			REIMB. TOTAL	

President/Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reminders:

1. Upon your return from this event, please submit an expense reimbursement form with all itemized receipts. The expense reimbursement form can be found on our website under "staff requests and forms."
2. No charges for alcohol shall appear on **any** receipt submitted.
3. No sales tax will be reimbursed. If you need a tax exempt form, please contact the business office **before** your event.