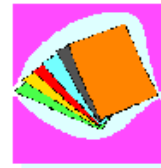
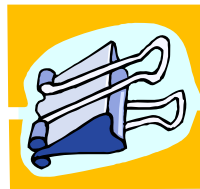
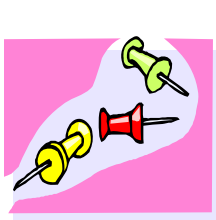
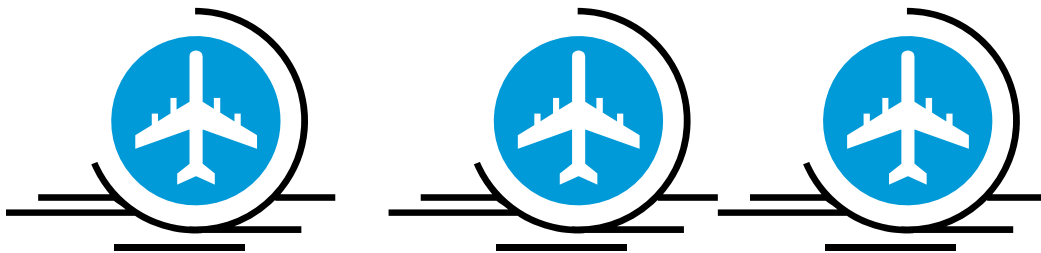


PROFESSIONAL TRAVEL & ORDERING SUPPLIES



CHAPTER J
PROFESSIONAL TRAVEL &
ORDERING SUPPLIES

PROFESSIONAL TRAVEL 142

REQUEST FOR PROFESSIONAL TRAVEL FORM

[http://www.kahoks.org/pics/db/pdf_gallery/116 REQUEST FOR PROFESSIONAL TRAVEL Oct 03.doc](http://www.kahoks.org/pics/db/pdf_gallery/116_REQUEST_FOR_PROFESSIONAL_TRAVEL_Oct_03.doc)

REQUEST FOR PAYMENT

[http://www.kahoks.org/pics/db/pdf_gallery/144 Request for Payment Rev 0706.pdf](http://www.kahoks.org/pics/db/pdf_gallery/144_Request_for_Payment_Rev_0706.pdf)

REQUEST FOR TRAVEL REIMBURSEMENT

[http://www.kahoks.org/pics/db/pdf_gallery/119 TRAVEL REIMBURSEMENT REQUEST.doc](http://www.kahoks.org/pics/db/pdf_gallery/119_TRAVEL_REIMBURSEMENT_REQUEST.doc)

MILEAGE REPORT

[http://www.kahoks.org/pics/db/pdf_gallery/121 Mileage Report.doc](http://www.kahoks.org/pics/db/pdf_gallery/121_Mileage_Report.doc)

ORDERING MATERIALS & SUPPLIES 143

Professional Travel

Background:

Opportunities for professional development occur within the district and outside the district throughout the year. While participation in district staff development activities usually requires no formal request procedure, any travel outside the district must be formally requested and approved.

Procedure:

The request forms for special education professional travel can be found by accessing the Unit 10 web site.

Step One:

The following three documents must be completed and submitted to your building principal.

Request for Professional Travel- Complete a Request for Professional Travel form. A separate Professional Travel Request form must be completed for each person and for each event. Please do not write on the lines designated for account codes. Submit the form to your building principal along with a completed Request for Payment form and registration form.

Request for Payment- The Request for Payment form should reflect any registration fees or other costs incurred by you for the event. This form can also be found on the district web site. Please do not write in the space designated for account codes.

Registration Form- Any registration form which is required for attendance at the conference must also be completed and submitted. This form should be provided to you by the agency that is sponsoring the event and usually accompanies any information you may have received regarding the conference/workshop.

Once the principal has signed the Request for Professional Travel they may forward all required documents to the Special Education Office or the requesting teacher may do so.

Step Two:

Upon completion of the activity, complete the Travel Reimbursement Request form. Include specific amounts and attach itemized receipts as needed to document expenses. Submit these documents to the Special Education Office for reimbursement.

If you have questions regarding this process you may contact Denise in the Special Education Office.

Ordering Materials and Supplies

Instructional materials and supplies are ordered on four, color-coded forms each spring.

GREEN FORM: This form is to be used for replacement of periodicals in the department.
http://www.kahoks.org/pics/db/pdf_gallery/175_Order_Form_Spec_Ed_Periodicals.doc

BLUE FORM: This form is to be used for the replacement of special education workbooks (elementary and secondary) and textbooks (elementary only). At the elementary level, this would include the Scott Foresman Reading Series.
http://www.kahoks.org/pics/db/pdf_gallery/173_Order_Form_Spec_Ed_Workbooks_Texts.doc

YELLOW FORM: This form is to be used for materials and supplies. Materials and supplies include supplemental workbooks, rewards, etc. \$125 per teacher is used as a spending guideline.
http://www.kahoks.org/pics/db/pdf_gallery/177_Order_Form_Spec_Ed_Materials_and_Supplies.doc

PINK FORM: This form is to be used for replacement of regular education workbooks and textbooks (elementary only). Examples might be the regular second grade math book, regular fifth grade spelling book, etc. Only those items which are absolutely necessary to your program should be ordered.
http://www.kahoks.org/pics/db/pdf_gallery/174_Order_Form_Reg_Ed_Workbooks_Texts.doc

Additional texts/supplies may be ordered at anytime during the school year if needed. Forms are available on the district web site (Special Education forms section). You are free to order from any vendor you wish. Catalogs for all types of educational materials are available in the Special Education office if you are searching for specific ordering information from a given vendor.

All materials request forms must be filled out completely. Incomplete forms are returned for your completion. A different sheet should be used for each vendor. A telephone number and FAX number should be included for each vendor if available. This will assist the special education office if we would need to contact the vendor for any reason. All forms must be signed by yourself and your building principal. Please contact Denise in the Special Education Office if you have any questions.

A memo is distributed by the Special Education Office each spring which outlines the end of the year ordering instructions. This order is processed over the summer in preparation for the incoming classes each August.