

REQUEST FOR OFF-SITE STAFF DEVELOPMENT

Spartanburg Christian Academy

All requests for off-site staff development must be submitted to the principal for approval.

FOR OFFICE USE ONLY

____ Date Received

____ Administrative Approval

____ Financial Office

Guidelines for Off-Site Staff Development

- If traveling a distance where a plane flight would be considered, SCA may choose to pay for the flight up to the cost of mileage. If the staff member chooses to fly, staff member(s) will be asked to cover the remaining cost of flight.
- Administration may compare the cost of mileage reimbursement versus the cost of a rental car and decide on the best choice of transportation for the budget.
- If driving, administration approves round trip mileage for one car per four adults.
- Food/meal costs: Administration approves a maximum of \$25.00 per day per person for food. Administration will pay for meals for two of the travel days and all full days of trip activities. The trip initiator is to tell the principal if breakfast is included in lodging.
- Staff members are to give the principal all lesson plans and details for substitute needs.
- It is understood that petty cash may be needed to cover unexpected trip needs. Staff member should get administrative approval before requesting petty cash from financial office. Trip initiator should determine estimated amount of petty cash needed and present that amount to administration.
- If a staff member spends their personal money on trip expenses, all receipts should be returned to financial office for reimbursement. Reimbursement may not be approved for lost receipts.
- These guidelines are subject to change if the trip's demands are out of the ordinary.

Date of Request: _____

Staff member submitting the request: _____

Additional staff members attending event: _____

Name of event: _____

Purpose of event: _____

Location: _____

Include details and approximate cost involved below:

Transportation: _____

Lodging: _____

Meals: _____

Additional costs including petty cash: _____
