

# NECESSARY FORMS

## N.T.U. - P.I.F.

### YOU **MUST** COMPLETE STEPS 1-2-3-4-5 COMPLETE STEP 6 ONLY IF NEEDED

1 - In order to submit you Employee's Travel paperwork in PeopleSoft, a vendor ID will be assigned to you. Attached is the Supplier Vendor ID Application. It takes a few days for purchasing to process the application. **Until you have a Vendor ID assigned, your Employee's travel can't be submitted.**

**2 - TRAVEL AUTHORIZATION REQUEST FORM (TER-1)**

*(Must be completed thoroughly) If traveling out of state please include all fees and taxes included in your total hotel and airfare.*

**3 - JUSTIFICATION OF NEED FORM**

*(Must be completely filled out for each employee)*

**4 - ATTACH A COMPLETED COPY OF THE ACTUAL CONFERENCE  
REGISTRATION FORM AND ITINERARY.**

**5 - SUBMIT COPY OF YOUR CAR INSURANCE WHETHER YOU ARE  
DRIVING OR NOT. IF DRIVING, ATTACH A ROUND TRIP COPY OF  
MAPQUEST OR GOOGLE MAPS FROM YOUR HOME TO CONFERENCE.**

**6 - MEALS BREAKDOWN FORM - Out of state only!**

*Use GSA.gov website printout list*

**\*\* ALSO INCLUDE A BROCHURE WITH COPIES OF PAGES INDICATING  
REGISTRATION AND HOTEL COST. ALSO, SHOW A DAILY ITINERARY FOR  
EACH DAY YOU PLAN TO ATTEND.**

**APPLICANT:**

**Hand completed application to clerk in your main office to be entered into the PeopleSoft system. Please retain a copy of all submissions and the date you handed them to your clerk in charge of travel for your records.**

**Newark  
Public Schools**  
**Division of Purchasing Employee Travel Vendor Set-Up**



**Employee Name** \_\_\_\_\_

**Employee Address**

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**NPS Email Address (all purchase orders will dispatch via email)** \_\_\_\_\_

**THIS IS A FILLABLE PDF FORM**

**EMAIL YOUR COMPLETED FORM TO**  
**[PURCHASING@NPS.K12.NJ.US](mailto:PURCHASING@NPS.K12.NJ.US)**  
**TO RECEIVE YOUR PEOPLESOFT SUPPLIER ID**

# EMPLOYEE TRAVEL / EXPENSE CHECKOFF LIST

Submitted		Received
	Travel/Expense Authorization Request	
	Justification for Travel	
	<b>Proof of Valid Car Insurance</b> <input type="checkbox"/> Taking Public Transportation <input type="checkbox"/> Being driven by another employee <div style="float: right; margin-top: -20px;">Name of Employee: _____</div>	
	Registration Form/Invitation	
	Itinerary/Program	
	Professional Improvement Fund Application	
	Mapquest/Google Maps Printout of mileage	
	GSA.gov website printouts	
	Meals Breakdown Form	
	Proof of Confirmed Airfare / Train	
	Proof of Confirmed Hotel Accommodations	
	Additional documentation:	

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Returned for missing information (date): \_\_\_\_\_

Received with corrected information (date): \_\_\_\_\_

**TRAVEL / EXPENSE AUTHORIZATION REQUEST**

NAME:				EMPLOYEE ID #			
TITLE:				SUPPLIER ID #			
UNION AFFILIATION:	CASA	Local 32	NTA	NTU	Unaffiliated		
FUNDING SOURCE (pick one)							
District Funds		Split Funding:		No Cost to NPS		PIF only	
TRAVEL CODE							
TYPE (pick one):	Conference/Convention:		Retreat:		Training/Seminar		
Start Date is within:	1 <sup>st</sup> -7 <sup>th</sup>	8 <sup>th</sup> – 14 <sup>th</sup>	15 <sup>th</sup> – 21 <sup>st</sup>	22 <sup>nd</sup> – 28 <sup>th</sup>	29 <sup>th</sup> – 31 <sup>st</sup>		
DESTINATION INFORMATION:							
Event Name:							
Departure Date:				Return Date:			
Event Start Date:				Event End Date:			
Event City:					State:		
County:				Zip Code:			

					AMOUNT
<b>Registration:</b>	Funded by (check one):	District Funds:	PIF	No Cost	\$
<b>Transportation: (Airfare/Train)</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Private Auto: 31 cents per mile</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Lodging:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Registration:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Meals:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Baggage Fees:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Taxi/Shuttle:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Parking:</b>	Funded by (check one):	District Funds:	PIF		\$
<b>Tolls</b>	Funded by (check one):	District Funds:	PIF		\$
<b>TOTAL:</b>					\$

Employee Signature:		Date:
Approved: Principal/Supervisor		Date:
	Signature	

# Justification of Need

NAME: \_\_\_\_\_

1. Relationship of attendance at this event to the critical instructional and operational needs of the district, including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP).
2. Explanation as to how the person or persons attending will share what was learned with others in the school district.
3. Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means.
4. Explanation as to how the request is consistent with best practices in professional development.

# **NECESSARY FORMS**

## **N.T.U. - P.I.F.**

### **(part two)**

**Upon returning from your professional development  
YOU MUST complete:**

**1 - TRAVEL AUTHORIZATION REQUEST FORM (TR-2)**

*(Must be completed for each employee)*

**2 – PROOF OF PAYMENT** *(credit card statement showing a payment made towards your bill or endorsed check (copy front/back) and all receipts that apply to your reimbursement. All receipts must be itemized. Only three receipts are allowed per day. (breakfast, lunch and dinner) If you are traveling with other members, each member must submit their own itemized receipts. **Note:** if sharing a room, please split the bill and pay your share to prove payment.*

**3 – CERTIFICATE OF ATTENDANCE/COMPLETION**

**APPLICANT:** Upon completion of your professional development, please submit all items listed above to your clerk in charge of travel. Please retain a copy of all submissions and the date you handed them to your clerk in charge of travel for your records.

**EXPENSE STATEMENT**

THIS STATEMENT MUST BE COMPLETED WITHIN TEN DAYS AFTER EACH TRIP

**A.**

PRINT NAME	EMPLOYEE ID #	TELEPHONE #
DESTINATION: (city, state)	DATES OF TRAVEL:	
TITLE OF EVENT:		

**B. DO NOT INCLUDE ITEMS CHARGED TO THE NEWARK PUBLIC SCHOOLS**

	MEALS	AIR /RAIL / TRAIN	PRIVATE AUTO (mileage)	HOTEL	REGISTRATION	BAGGAGE FEES	TAXI / SHUTTLE	
DATES	ATTACH ORIGINAL ITEMIZED RECEIPTS							
TOTALS								

**C. SUMMARY**

(Brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district).

**D. DECLARATION**

I HEREBY CERTIFY THAT THE ABOVE EXPENDITURES REPRESENT CASH SPENT FOR LEGITIMATE NPS BUSINESS EXPENSES ONLY AND INCLUDE NO ITEMS OF A PERSONAL NATURE.

Employee Signature	Date:
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Principal/Director	Date:
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NOTE: MAKE A CLEAR COPY OF ALL RECEIPTS FOR YOUR FILES

**PROFESSIONAL IMPROVEMENT FUND (PIF)**  
**Suggested/Recommended List of Conferences & Workshops for Professional Improvement**

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**ART/MUSIC/PHYSICAL EDUCATION**

National Art Education Association (NAEA) Convention; March 14-16, 2019; Boston, MA;  
<https://www.arteducators.org/events/national-convention>

Art Educators of New Jersey (AENJ) Conference; Long Branch, NJ; Sept. 30 –Oct. 1-2, 2018;  
<http://aenj.org/>

New Jersey Music Educators Association (NJMEA) Convention, February 21-23, 2019; East Brunswick, NJ; <https://njmea.org/conferences/conference-information/>

Music Together, <https://www.musictogether.com/teach/teacher-training-workshops/teacher-workshops>; various dates and locations.

New Jersey AHPERD conferences; various dates and places:  
<http://www.njahperd.org/new/index.php/events/conferences-workshops/145-2015-16-professional-development-events>

New Jersey AHPERD Convention; February 24-27, 2019; Long Branch, NJ;  
<http://www.njahperd.org/new/index.php/annual-convention>

**BILINGUAL/ESL/WORLD LANGUAGE EDUCATION**

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators (NJTESOL/NJBE), New Brunswick, NJ; <http://www.njtesol-njbe.org/spring-conference>; May 29-31, 2019

National Association for Bilingual Education (NABE); [www.nabe-conference.com](http://www.nabe-conference.com); March 7-9, 2019

Foreign Language Educators of NJ Spring Conference (FLENJ); April 5-6, 2019, Iselin, NJ;  
[www.flenj.org/annual-conference](http://www.flenj.org/annual-conference)

**MATHEMATICS**

National Council of Teachers of Mathematics Regional Conference; Various locations and dates;  
<http://www.nctm.org/Calendar/>

**PRE-KINDERGARTEN AND KINDERGARTEN**

Conference for New Jersey Pre-Kindergarten Teachers; National Conference: July 8-12, 2019; other various dates and locations; <http://sde.com/>

Conference for New Jersey Kindergarten Teachers; <http://sde.com/PD-Events/Conferences/>



PROFESSIONAL IMPROVEMENT FUND (PIF)  
Suggested/Recommended List of Conferences & Workshops for Professional Improvement

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**SCIENCE**

Science Convention, October 23-24, 2018; Princeton, NJ; <http://www.njscienceconvention.org/>

New Jersey Science Teachers Association (NJSTA); Various dates and locations; <http://www.njsta.org>

New Jersey Liberty Science Center; Various dates; <http://lsc.org/for-educators/lscs-teacher-community/professional-development-catalog/> October 2018-June 2019

**SOCIAL STUDIES**

National Council for the Social Studies (NCSS); November 30-December 2, 2018; Chicago, Ill; <http://www.socialstudies.org/conference>

New Jersey Council for History Education (NJCHE); December 1, 2017; Princeton, NJ; <http://www.njche.org/>

**SOCIAL WORKERS**

National Association of Social Workers (NASW); <https://www.socialworkers.org/events/conferences/2018-nasw-national-conference>

**SPECIAL EDUCATION**

National Association of Special Education Teachers (NASET); Various dates and locations; <http://www.naset.org/events/>

Autism Conferences; October 18-19, 2018; Atlantic City, NJ; <https://www.autismnj.org/annual-conference>