

N.T.U. P.I.F. NECESSARY FORMS

YOU **MUST** COMPLETE STEPS 1-2-3-4-5-6

COMPLETE STEP 6 ONLY IF NEEDED

1. Before you begin completing the PIF forms you need to obtain a Vendor ID#, referred to as the Supplier ID# on the Travel Expense Authorization Request form (TER-1). If you have attended any conferences in the past few years you may possibly already have an assigned Vendor ID#. If you do not know it, you might want to contact the Purchasing Department 973-733-6549 or 973-733-6600 FAX to inquire about it.

If you **DO NOT** have a Vendor ID#/Supplier ID# - Please complete the **NPS Division of Purchasing Employee Travel Vendor Set-Up form** to complete, download and email to Purchasing@nps.k12.nj.us (Search form on NPS website: Employee Travel Vendor Set Form-min.pdf). Once you get a Vendor ID#/Supplier ID# - then you can proceed to complete the PIF forms.

2. **TRAVEL EXPENSE 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. (See information on #6 below)

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. PAYMENT MUST BE MADE IN ADVANCE AND PROOF HAS TO BE SUBMITTED AS WELL.**

5. **SUBMIT A 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 THE CONFERENCE. CALCULATIONS SHOULD BE MADE FOR EACH DAY OF TRAVEL.**

6. MEALS/HOTEL BREAKDOWN FORM - FOR OUT OF STATE TRAVEL ONLY!

You must use the GSA.gov website printout list for meals and hotel stay.

** 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:

You must submit the **ENTIRE** completed application with attachments **to the clerk in your main office**. He/She will input the information into the PeopleSoft system. Please **retain a copy of all submissions and the date you handed them** to the clerk in charge of travel for your records.

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



Employee Name _____

Employee 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
TO RECEIVE YOUR PEOPLESOFT SUPPLIER ID

EMPLOYEE TRAVEL / EXPENSE CHECKOFF LIST

Submitted		Received
	Travel/Expense Authorization Request (TER-1)	
	Justification for Travel	
	Proof of Valid Car Insurance and if riding with another employee Name of Employee: Being driven by another employee _____	
	Registration Form/Invitation	
	Itinerary/Program	
	Mapquest/Google Maps Printout of roundtrip mileage	
	GSA.gov website printouts (for out of state travel)	
	Meals Breakdown Form (for out of state travel)	
	Proof of Confirmed Airfare/Train (reimbursed at GSA.gov rate)	
	Proof of Confirmed Hotel Accommodations (for out of state travel, unless you have approved letter from Department of Education - reimbursed at GSA.gov rate)	
	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 st -7 th	8 th - 14 th	15 th - 21 st	22 nd - 28 th	29 th - 31 st		
DESTINATION INFORMATION:							
Event Name:							
Departure Date:				Return Date:			
Event Start Date:				Event End Date:			
Event City:					State:		
County:				Zip Code:			

						AMOUNT
Registration:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>	No Cost <input type="checkbox"/>		\$
Registration # 2 (if applicable)	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>	No Cost <input type="checkbox"/>		\$
Private Auto: 47 cents per mile	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Lodging:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Transportation: (Airfare/Train)Registration:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Meals:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Baggage Fees:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Taxi/Shuttle:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Parking:	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
Tolls	Funded by (check one):	District Funds: <input type="checkbox"/>	PIF <input type="checkbox"/>			\$
TOTAL:						\$

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

JUSTIFICATION OF NEED

NAME: _____

Your ID # _____

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 (<https://www.state.nj.us/education/profdev/requirements/standards/docs/ProfStandardsforTeachersAlignmentwithInTASC.pdf>) and/or the New Jersey Student Learning Standards (NJSLS) (<https://www.nj.gov/education/standards>) as well as to the participants and/or Individual Professional Development Plan (IPDP).

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 2)

Upon returning from your professional development, YOU MUST complete:

1. TRAVEL AUTHORIZATION REQUEST FORM (TR-2)

- *Must be completed and signed for each employee*

2. PROOF OF PAYMENT

- *Credit card statement showing a payment made towards your bill or an endorsed check (copy front/back) and;*
- *All receipts that apply to your reimbursement that you listed in the (TER-1) Travel Expense Authorization form. Receipts must be itemized.*
- *Only three (3) receipts are allowed per day, if applicable, for breakfast, lunch and dinner.*
- *If you are traveling **out of state** 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 AT CONFERENCE/WORKSHOP

4. PURCHASING DEPARTMENT VOUCHER

You will receive a Voucher from the Purchasing Department in which you need to review, sign and return with all of your receipts and Certificate of Attendance, and give it to your school clerk in charge of travel for submission. Please retain a copy of all submissions and the date you handed them to your clerk in charge of travel for your records.

A. THIS STATEMENT MUST BE COMPLETED WITHIN TEN DAYS AFTER EACH TRIP

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 / TRAIN	PRIVATE AUTO (mileage)	HOTEL	REGISTRATION	PARKING / 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.

<i>Employee Signature</i>	Date:
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<i>Principal / Administrator Signature</i>	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

ART/MUSIC/PHYSICAL EDUCATION

National Art Education Association (NAEA) Convention,

Link: [National Convention • National Art Education Association](#), website: www.arteducators.org

Art Educators of New Jersey (AENJ) ONLINE Conference, Link: [AENJ](#); Website: www.aenj.org

Arts Ed New Jersey Professional Learning; Various Webinars, [Arts Ed NJ Professional Learning](#), www.artsednj.org

New Jersey Music Educators Association (NJMEA) Convention; www.njmea.org
[Conference Information - New Jersey Music Educators Association](#),

Music Together, [Bring Music Together® to Your Neighborhood](#), www.musictogether.com

SHAPE NJ conferences; [SHAPE NJ Professional Development](#); www.njahperd.org

Thrive Arts Conference; <https://artpridenj.org/thrive>

BILINGUAL/ESL/WORLD LANGUAGE EDUCATION

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators (NJTESOL/NJBE), [Conference Spring](#)

National Association for Bilingual Education (NABE); www.nabe-conference.com

Foreign Language Educators of NJ Spring Conference (FLENJ); www.flenj.org/annual-conference

World Language Conferences and Workshops; <https://wlclassroom.com/workshops/>

MATHEMATICS

National Council of Teachers of Mathematics Regional Conference; [Calendar](#)

National Council of Teachers of Mathematics; <https://www.nctm.org/virtual2020/>

Rutgers Professional Development Programs for Grade K-12 Teachers of Mathematics, [K-12 Math Teacher Professional Development](#)

PRE-KINDERGARTEN AND KINDERGARTEN

[ASCD-ILASCD Pre-K & Kindergarten Conference](#)

PreK & Kindergarten Early Literacy [Prek & Kindergarten Conference | National Literacy](#)

Pocket of PreSchool; <https://pocketofpreschool.com/professional-development-pd-events/>

Bureau of Education & Research; <https://www.ber.org/seminars/topics/kindergarten.cfm>

SCIENCE

Science Convention; [NEW JERSEY SCIENCE CONVENTION - Home | New Jersey Science Convention](#)

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

New Jersey Liberty Science Center; <https://lsc.org/education/educators/professional-development>

SOCIAL STUDIES

National Council for the Social Studies (NCSS);
<https://www.socialstudies.org/conference/future-ncss-annual-conferences>

New Jersey Council for History Education (NJCHE); <http://www.njche.org/>

SOCIAL WORKERS

National Association of Social Workers (NASW); [NASW Conferences](#)

Rutgers University; [Rutgers University School of Social Work: Continuing Education](#)

Free State Social Work; [New Jersey Social Work Continuing Education](#)

SPECIAL EDUCATION

National Association of Special Education Teachers (NASET);
[Teachers Teaching Exceptional Children](#)

Autism Conferences; [Annual Conference](#)