

# Reimbursement Request of Professional Development Expenses

NAME \_\_\_\_\_ SCHOOL/LOCATION \_\_\_\_\_

Prior Approval Submitted in My Learning Plan ☐ Yes (Required for CEUs) ☐ No

Receipts for all expenditures except food must be submitted with this request and completed in full before the claim will be processed. Requests for reimbursement must be filed within 30 days after the travel period ends.

TITLE OF ACTIVITY \_\_\_\_\_ LOCATION \_\_\_\_\_

DATE(S) OF ACTIVITY \_\_\_\_\_ FUNDING SOURCE \_\_\_\_\_

Date	Mileage <i>1<sup>st</sup> 100 miles per day \$0.50/mi. After 100 miles per day \$0.17/mi.</i>		Meals <i>*Use amounts on 2<sup>nd</sup> page (no receipts required)</i>		Other Expenses					
	Miles	Amount	Type	Amount	Type	Amount	Program Director Approval (Initial Below)			
			Breakfast		Registration					
			Lunch		Hotel					
			Dinner		Parking					
			Breakfast		Rental Car					
			Lunch		Airfare					
			Dinner		Other (List under Notes below)					
			Breakfast		Notes:					
			Lunch							
			Dinner							
			Breakfast							
			Lunch							
			Dinner							
			Breakfast							
			Lunch							
			Dinner							
Total Expenses Claimed:								\$		

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director's Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Deputy Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Finance Office Use Only

Employee # \_\_\_\_\_

Budget Code \_\_\_\_\_

Date Paid \_\_\_\_\_

Vo. No. \_\_\_\_\_

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER  
REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

## Professional Development Allowable Expenses

To receive reimbursement for expenses and/or to receive continuing education credits (CEs), employees are required to request prior approval to attend conferences, courses, or workshops by completing a **Prior Approval Form** in the web-based system My Learning Plan (MLP). A link for MLP is in the ClassLink web application. Each employee is responsible for his or her own request for reimbursement. Requests for reimbursement must be filed within thirty (30) days after the travel period ends for which the reimbursement is being requested. Turn in your certification of completion, reimbursement form, and necessary receipts to your supervisor.

The following schedule shall be used for reporting allowable expenses incurred while participating in pre-approved professional development activities.

	<u>In-State</u>	<u>Out-of-State</u>
<b>Breakfast</b>	<b>\$9.00</b>	<b>\$9.00</b>
<b>Lunch</b>	<b>\$11.80</b>	<b>\$11.80</b>
<b>Dinner</b>	<b>\$20.50</b>	<b>\$23.30</b>
<b>Lodging (actual, up to)</b>	<b>\$150.00</b>	<b>\$150.00</b>

*\*Principals and Directors may approve lodging up to **\$150.00 per night**. Lodging exceeding this amount must have prior approval in My Learning Plan from the Chief Academic Officer with an explanation in the Comments section. If the conference hotel or affiliated hotels have a reserved block of rooms for attendees, lodging at a higher rate may be approved.*

**Meals – Daily Travel (Overnight):** Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the employee must:

- Breakfast – depart duty station prior to 6:00 am
- Lunch – depart duty station prior to 10:00 am (day of departure)
- Lunch – return to duty station after 2:00 pm (day of return)
- Dinner – return to duty station after 8:00 pm
- **If meals are provided by the hotel or the conference, no reimbursement shall be allowed.**

### Registration

- Registration for any conference/workshop should have prior approval.
- Individuals should complete his/her own registration for the professional development event and should maintain a receipt of funds spent for attachment to the reimbursement form. No registration reimbursement will be paid without an accompanying receipt.
- When multiple employees are attending a professional development event, a group registration may be secured via district purchase order for payment with the P-card or check.

### Hotel/Lodging

- Hotel and lodging for any conference/workshop should have prior approval.
- Individuals should reserve their own hotel/lodging accommodations and should maintain a receipt of funds spent for attachment to the reimbursement form. No hotel reimbursements will be paid without an accompanying receipt.
- When multiple employees are attending a professional development event, a block of rooms may be secured via district purchase order for payment with the P-card or check.

### Transportation

- Personal Vehicle – Actual mileage reimbursable at 50 cents per mile for travel for professional development up to 100 miles per day. If mileage exceeds 100 miles per day, the reimbursement rate will be 50 cents for the first 100 miles per day, with any additional miles over 100 per day reimbursed at 17 cents per mile.
- When attending professional development requiring an overnight stay, mileage reimbursement will be made from your home or business home (i.e., school/central office) to lodging location. Return mileage will be reimbursed from conference site to your home or business home, whichever is closer. No reimbursement will be made to employees who choose to use their personal vehicle when a carpool is available.
- Common carrier or rental vehicle – Actual fare substantiated by receipt (attach receipt)
- Parking fees, tolls, wi-fi, and storage fees are reimbursable (receipts are required, attach receipt).

**Note:** According to the Office of State Budget and Management, to be eligible for the reimbursement for lodging, the employees must be at least 35 miles from the employee's regularly assigned duty station. Approval by the appropriate program director must be obtained to qualify for reimbursement for overnight stays. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the travel to substantiate that the overnight lodging was necessary and accomplished.