

## **SAU # 18 Professional Development Instructions**

**Procedure for requests: PLEASE NOTE, THIS IS THE PROCEDURE FOR ANY PD THAT YOU ARE HOPING TO BE REIMBURSED FOR. IF THERE IS NO REIMBURSEMENT (YOU ARE COVERING IT OR IT IS A BUDGET LINE ITEM) OR THERE IS NOT COST, PLEASE SIMPLY USE THE DISTRICT LEAVE FORM.**

**THERE ARE DIFFERENT DIRECTIONS DEPENDING ON WHETHER THERE ARE COSTS INVOLVED OR NOT. PLEASE NOTE THE DIFFERENCE.**

### **PROCESS FOR PD REQUESTS WITH REIMBURSEMENT:**

- 1. All PD requests FOR REIMBURSEMENT, must be submitted at least 45 days prior to the actual date of the event.**
- 1. All PD requests must be paid for up front and will be reimbursed if approved. The SAU cannot pay for PD requests up front.**
- 2. Use the PD request form and submit to the SAU office to Curriculum.**
- 3. Once your request has been processed for approval, you will be notified via email. You are welcome to complete your conference registration prior to receiving notification, but please note there is no guarantee that you will be reimbursed. If you choose to register ahead of approval, you must complete step # 4 first without knowledge of reimbursement.**
- 4. Once you are approved, you then need to fill out the DISTRICT LEAVE FORM- turn it in to your administration for approval. They will sign off if you are approved for the time and send it to the SAU for processing.**
- 5. Once you complete the conference or workshop, you must submit your reimbursement form with proof of attendance (certificate, etc.) within 10 days of the conference or workshop. If reimbursement requests are submitted after the 10 days, there is no guarantee of reimbursement.**
- 6. Mileage reimbursement must be submitted on a separate form (mileage form) and must have a google map attached with distance indicated. Mileage reimbursement must be from either your home to the destination or from the school to your destination- whichever location is CLOSER to the destination. Tolls and parking can be added on your mileage request. You must have receipts for any toll or parking requests for reimbursement. We do not reimburse for mileage that is under a 50 mile distance.**

7. Any food or travel reimbursement requests must be submitted with **ITEMIZED** receipts. You can type up the request and attach all receipts. Liquor cannot be reimbursed.
8. Please note that you need to be aware of what your mileage and food/ travel allotments are. If you spend over the designated allotment for food/ travel, you will only be reimbursed for the amount originally approved. Any amount over that will not be reimbursed.

**PROCESS FOR SAU DESIGNATED PD, FREE PD or PD YOU ARE PAYING FOR WITH NO REIMBURSEMENT:**

1. For this type of PD, simply fill out the District leave form and turn it into your administrator with back up paperwork.
2. If the SAU Curriculum office or your administration have pre-arranged a PD workshop or conference for you, it is free, or you are paying and do not intend to be reimbursed, the procedures are slightly different.
3. Please take notice of whether you need to register yourself or if the registration has been done for you by emailing the Curriculum office.
4. If you need to register yourself, please check as to whether there is a PO number to be used or what procedure you should use for payment if payment is required.
5. Once you complete the conference or workshop, you must submit your reimbursement form (if any for food or mileage) with proof of attendance (certificate, etc.) within 10 days of the conference or workshop. If reimbursement requests are submitted after the 10 days, there is no guarantee of reimbursement.
6. Mileage reimbursement must be submitted on a separate form (mileage form) and must have a google map attached with distance indicated. Mileage reimbursement must be from either your home to the destination or from the school to your destination- whichever location is **CLOSER** to the destination. Tolls and parking can be added on your mileage request. You must have receipts for any toll or parking requests for reimbursement. We do not reimburse for locations within a 50 mile radius.
7. Any food or travel reimbursement requests must be submitted with **ITEMIZED** receipts. You can type up the request and attach all receipts. Liquor cannot be reimbursed.
8. Please note that you need to be aware of what your mileage and food/ travel allotments are. If you spend over the designated allotment for food/ travel, you will only be reimbursed for the amount originally approved. Any amount over that will not be reimbursed.

## **Reimbursement- Professional Development Request Form- SAU # 18**

### **Requester Information**

Name: \_\_\_\_\_

School: \_\_\_\_\_PSS                      \_\_\_\_\_FMS                      \_\_\_\_\_FHS

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **Activity Information**

Activity Date(s):

\_\_\_\_\_

Type: \_\_\_\_\_ Conference

\_\_\_\_\_ Workshop/ Class

\_\_\_\_\_ Employee Workshop Day

\_\_\_\_\_ Contracted Services (Facilitator or Speaker)

\_\_\_\_\_ Other: \_\_\_\_\_

Organization/ Company Name: \_\_\_\_\_

Event/ Speaker/ Workshop Name:

\_\_\_\_\_

Location (Street Address, City, State):

\_\_\_\_\_

Website: \_\_\_\_\_

**\*If there is no website available, then documentation that contains conference or workshop information is required along with this form.**

**Expense Request Summary**

Registration	\$
Airfare	\$
Lodging	\$
Transportation	\$
Meals	\$
Miscellaneous	\$
Teacher Workshop Pay	\$
Total	\$

Please attach all perspective costs for travel and mileage on a separate sheet. Mileage is currently at .53.5 per mile. Use google maps and use distance between home and destination or school and destination- whichever is closest. Please also attach any back up documentation on any of your travel plans that have already been researched.

**Activity Eligibility**

How will this activity align with your school's plan for this year?

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What is the performance measurement and outcome for you from this activity?

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**Required Signature**

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Business Administrator/ Grant Manager/ Curriculum Coordinator Signature

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