

**Keep for Future Reference**

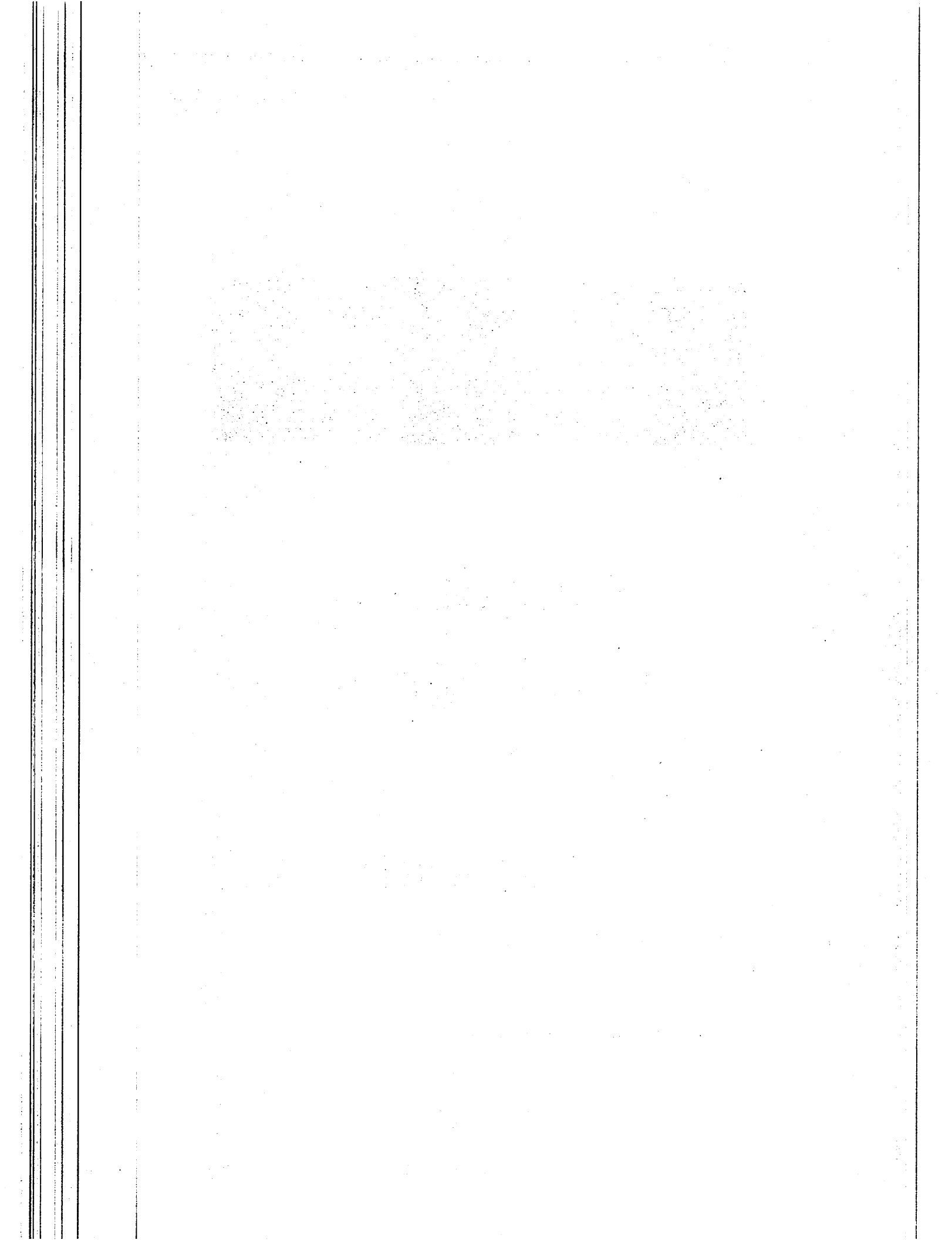


# Submitting Professional Development Requests

[www.frontlineeducation.com](http://www.frontlineeducation.com)

For technical support call Diane Scanga ext. 6015

2022 - 2023

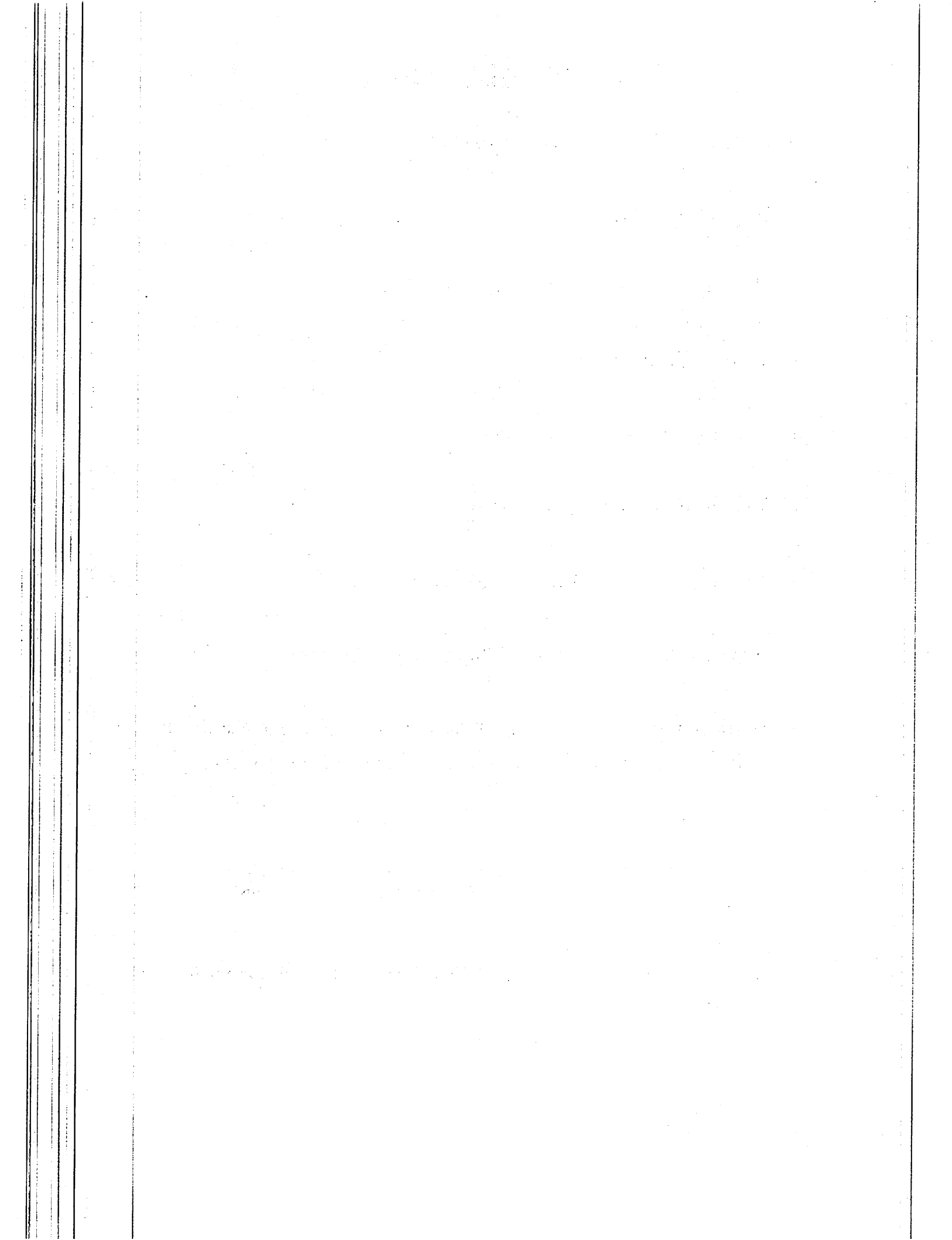


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**Log in for Frontline** (Username - lastname\_firstname  
Temporary Password - changeme)

Please Contact your mentor for additional help with Frontline and/or call  
Diane Scanga @ ext. 6015



## Important User Tips

**Please note that not following one or more of these steps could result in your request being delayed and/or not approved.**

- ✚ Logging into your Frontline account daily after submitting a PD request can speed the approval process.
- ✚ Make sure your user profile is accurate and up-to-date. Frontline uses your profile to route your requests. Marking the correct building(s) that you work in will insure your principal(s) will receive your PD request.
- ✚ Please allow sufficient time for your request to be approved. The PD Plan states that requests are to be submitted 4 weeks before the conference/workshop. We understand that there are times when this is not always possible.
- ✚ You can only register for **DESE** and **RPDC** activities through Frontline. If you are attending a conference through another provider (Solution Tree, BER, MSTA etc.) then you will have to log into your Frontline account, fill out the travel request asking for approval, then register for the conference directly through the company that is hosting the event.
- ✚ If more than one person is attending the same conference/workshop, all requests will be on hold until each person submits his/her form. EX: 3 people are attending the same conference but only 2 have submitted their requests, those requests just sit until the third person submits his/her request.
- ✚ At the bottom of the travel request there is a comment box for your use. Please use this for ANY information you feel is important (hotel confirmation #'s, if you reserved the school van, if you are sharing a hotel room with someone, ect...) It is better to have too much information than not enough. If there is not sufficient information listed this will slow the approval process.
- ✚ You are responsible for arranging transportation. If more than one person is attending the same conference/workshop, someone in the group must call Debbie Spiller (ext. 8001) to reserve the school van. If a van is unavailable, the group is expected to coordinate their travel arrangements. Everyone will not be approved for individual mileage reimbursement. If you are the only person attending a conference/workshop, then you may drive your own vehicle and be reimbursed. If taking your own vehicle, please make a note in the comment box why (i.e., sch van not available). See the attached Travel Expense Voucher and Travel Expense Voucher Directions.
- ✚ **IMPORTANT/Mandatory:** You MUST still turn in all original copies of your registration form, invoices, receipts, hotel information, or any other important documents to Diane Scanga at CO.
- ✚ **ALL activities must be marked COMPLETE in Frontline once you return from the PD event to receive full credit for attending.** After the PD event, log into Frontline, scroll to the bottom of the PD Travel Request form and complete the Professional Development Feedback Form and Complete.



## How to Submit Professional Development Request

### Purpose:

The purpose of this step-by-step guide is to outline the steps you should follow in order to submit a Travel Request form in Frontline.

### Step-By-Step Guide

1. Open the Internet and go to <http://www.frontlineeducation.com>.
2. Click the "Log In" Button and enter your username and password to log in.
3. On the left side of your screen, click on the Forms link, then Travel Request link to open the form.
4. The form will be displayed. Complete all of the Required Information. Click the Submit button at the bottom of the form.
5. If done correctly, you will see a "Request Submitted" message and an outline of the approval process that your form will follow.
6. Once you receive prior approval, the conference will move to the "Approved and In Progress" section of your "Learning Plan" box.
7. When you complete the conference (return) you must submit the conference for final approval. Click on the activity title from your "Learning Plan" box to complete a Professional Development Feedback Form at the very end of the Travel Request form – then you can submit the Request as Complete for the final approval.
8. Once submitted for final approval, the activity will be listed in the "Awaiting Final Approval" section of your "Learning Plan" box.
9. Click on the title of the activity, and print out a hard copy of your form. Attach all original receipts to a completed Travel Expense Voucher, have your building principal sign, and send to Central Office for reimbursement upon approval.

## Travel Request

Use this form to submit a request for prior approval for a conference/workshop outside the district.

### Activity Information

Name of  
Conference/Workshop  
Description of Topics


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Conference Website

### Dates, Times, Locations of Event

# of Meetings

### MeetingDate 1

Meeting 1 Date

Start & End Time

 :00 To  :00

Location

Sub Needed for Date #1

Absence Start/End Time1

 :00 To  :00

Location of Absence1

### Sponsor/Provider

Provider

If not on list, enter here

### Is someone else attending this conference/workshop with you?

Individual travel requests are necessary for each attending, please coordinate conference/workshop arrangements.

Other Attendees?

If Yes, list other attendees:



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### Estimated Costs/Expenses

Advance Payment Needed?

Registration Expense

Registration Fee

Registration Form sent?

Estimated Lodging Expense

# Nights

@ what rate?

(room quote should be w/out MO sales tax)

Lodging Information



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Total Lodging

Estimated Meals Expense

# of Breakfasts x \$10.00 =

# of Lunches x \$10.00 =

# of Dinners x \$15.00 =

Total Estimate of Meals \$

Estimated Transportation Expense

Type

If Personal, # Miles

x \$.575 per mile

Total Transportation

Professional Development Hours

Hours

Professional Development Goal(s) and Objective(s)



PD Goal/Objective(s)

**Goal : CSIP Goals**

- CSIP Goal #1
- CSIP Goal #2
- CSIP Goal #3

**Goal : Professional Development Goals**

- PD Goal #1
- PD Goal #2
- PD Goal #3
- PD Goal #4
- PD Goal #5

Purpose(s)

Select a Purpose(s)

- Certification
- Inservice
- Professional Development

Comments

Comments



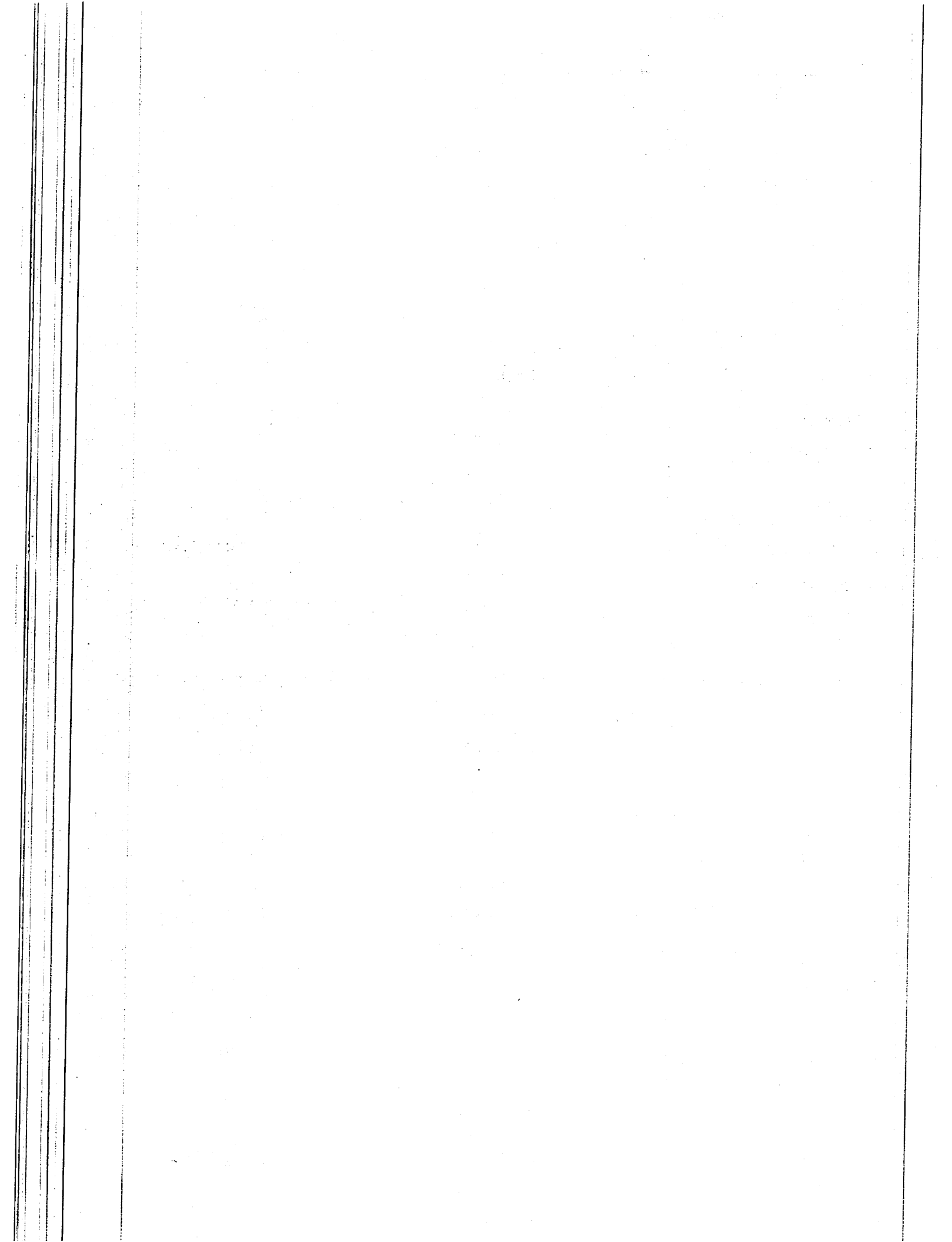
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Administrative Use Only

Category

-- Click To Select -- ▼

Finish



## Frontline – PD Travel Requests Information

### FAQs

**Registration:** Everyone who is attending a conference/workshop needs to complete a travel request on Frontline. **Send a copy of registration and/or invoice to Diane at CO.** This is required for auditing purposes. Any conference/workshop that has no cost, will still need a copy of your registration form or an email confirmation that you are attending. If there is more than one attending a conference, the approval process stalls until all attendees have submitted the Frontline Travel Request. Coordination is the responsibility of the group attending the conference.

**Requesting Subs:** Upon notification of approval please enter information into Aesop to request for a sub. Failure to submit for a sub in a timely matter will result in canceling your attendance at the requested event.

**Lodging:** I will be happy to make hotel reservations with the District Procurement Card – forwarding the reservation confirmation to you. This way I can send the hotel a credit card authorization form and tax exempt letter to the hotel on your behalf. The District card will only pay for the room reservation and parking (if applicable) and you will need to present your own card on arrival for incidentals. I still need the paper copy of the hotel receipt you receive at check out.

**Meals:** The cost of meals is capped per meal (**(\$10 Breakfast, \$10 Lunch, \$15 Dinner)**). If the workshop is providing any meals please include that in the Travel Request Comment Box. You will not be reimbursed if meals are provided. Meals are not reimbursed for any 1-day conference/workshop that does not include an overnight stay. You can fill out Reimbursement form on the Hillsboro R-3 website –Menu-- Business/payroll-- Forms- **Travel Expense worksheet Hillsboro**. Submit the completed form and all original itemized receipts to Diane at CO.

**Transportation:** Staff is responsible for calling Debbie Spiller (ext. 8005) at the bus garage and reserving the school van. If the van is not available you may claim mileage (please note in comment box reason for taking own vehicle). All is based on building principal approval. Mileage is always calculated round trip from your assigned school building to the training and back.

**Comment section on travel request:** Please use this section to leave important information. If any payment has already been made I will need to know.

**Travel Requests are to be submitted and copy of registration form forwarded to Diane at CO 4 weeks before workshop/conference** (the sooner the better), but there are exceptions to any rule!

**Comment boxes** (on Travel Request form) are there for information. Please use this section to leave important information. Example: If any payment has already been made toward registration I will need to know. The more information you can give me the faster the process will be. Please feel free to contact me if you have any questions.

Thank you. Diane Scanga – ext. 6015



# Travel Expense Worksheet

Name \_\_\_\_\_ Purpose of Travel \_\_\_\_\_

Indicate type of meeting attended (convention, workshop, etc.) and sponsoring organization.

Building \_\_\_\_\_

Dates Attended \_\_\_\_\_ to \_\_\_\_\_ Location \_\_\_\_\_ City & State \_\_\_\_\_

**\*\*Dates & days of the week will autofill once you enter date below in RED box.**

Travel Expenses:		mm/dd/yy							TOTALS
Transportation	Personal Vehicle Expense: Mileage: # of miles								
	Current mileage reimbursement rate will automatically calculate mileage \$ amount:								0.5600
	Mileage: \$ amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	Public Transportation <sup>1</sup>								\$0.00
Meals	Breakfast <sup>1</sup> Report actual; not to exceed \$10/day								\$0.00
	Lunch <sup>1</sup> Report actual; not to exceed \$10/day								\$0.00
	Dinner Report actual; not to exceed \$15/day								\$0.00
	Hotel <sup>1</sup>								\$0.00
	Registration <sup>1</sup>								\$0.00
	Other <sup>2</sup> (must itemize below)								\$0.00
	<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
									\$ -

Please note - cells shaded in gray contain formulas for automatic calculations.

<sup>1</sup> Original receipt required for reimbursement.

<sup>2</sup> Use this line to record any other expenses; use table below to itemize

Other Expenses			
Description	Date	Amount	Comments
	mm/dd/yy		
	mm/dd/yy		

I certify that the above expenses were incurred for attending the above-indicated meeting.

Total \$ \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

Date \_\_\_\_\_

Less: Travel Advance \_\_\_\_\_

DUE: Employee / District \$ \_\_\_\_\_

(circle one)

Account Code(s)	
XX-XXXX-XXXX-XXXX-X-XXXXX	Amount

#### **INSTRUCTIONS FOR COMPLETING TRAVEL EXPENSE VOUCHER:**

1. Purpose of Travel.....Indicate type of meeting attended (convention, workshop, etc.) and sponsoring organization.
2. Travel Expense.....See Reimbursement Guidelines and Allowable Charges for Reimbursement below.
3. Other Expenses.....Must be itemized; attach separate sheet if necessary.
4. Receipts.....Must be attached. Receipts must be originals (reimbursement cannot be made from copies), and document the purchase, the amount, what was purchased (itemized), date of purchase, and that payment has been made.
5. Totals.....Show totals for the amount paid by employee. Deduct any travel advance received from amount paid by employee. If after subtracting travel advance received from amount paid by employee, the result is:
  - Positive – Circle Due: Employee and enter amount.
  - Negative – Circle Due: District, enter amount, and attach remaining advance \$ or check (must be submitted within 10 days of return from travel).
6. Account Code.....Information instructing the Business Office of the appropriate budget to be charged must be submitted.

#### **APPLICATION AND REIMBURSEMENT GUIDELINES:**

1. All travel must be approved by the immediate supervisor of the employee and by the Superintendent/Assistant Superintendent of Curriculum and Instruction (if PDC). The following travel requires approval of a Professional Leave Application Form by the immediate supervisor:
  - a. Travel done at the request of the staff member.
  - b. Travel which includes a request for advance funding.
2. All requests for payment of travel expenditures must be submitted using the approved Travel Expense Voucher form. Payment will require approval by the Chief Financial Officer and the Superintendent.
3. The School District shall incur no additional expense as a result of travel by a spouse with an employee. (Reimbursement shall be made only for expenses incurred by representatives of the Hillsboro R-3 School District).
4. Receipts will be required for lodging expenses, registration fees, and major transportation expenses. All other expenses must be itemized, and receipts are required.

#### **ALLOWABLE CHARGES FOR REIMBURSEMENT (Subject to any maximum amount approved by the supervisor or Superintendent):**

1. Registration fees.....The full amount of registration fees will be paid.
2. Food.....Actual expenditures will be paid, not to exceed \$35 per day, breakdown as follows: \$10 for breakfast, \$10 for lunch, \$15 for dinner. For a one day conference, no meals will be reimbursed. If meals are provided at a conference, no compensation will be given if you choose to eat elsewhere. Reimbursable amount of \$35 per day is inclusive of meals only, snacks will not be reimbursed. Expenses must be reported by meal. No payment will be made for the cost of alcoholic beverages.

3. Lodging.....Actual expenditures will be paid, not to exceed the cost of a single room. (Approved facilities are those where the meeting is being held or accommodations in the area which would reasonably be used by those engaging in such travel).
4. Transportation.....Actual costs will be paid for the most reasonable means of transportation. If a personal vehicle is used, the approved mileage rate will be paid for round-trip mileage. Using Mapquest mileage, from your school building, to conference, and back to school building. Expenses for rental vehicles will not be reimbursed without prior approval of the Superintendent.
5. Parking.....Actual parking expenses will be paid. Original receipts are required.
5. Incidentals..... Actual cost of reasonable incidental expenditures will be paid. Such expenditures must be listed on the Travel Expense Voucher. (Incidentals include items such as bus, taxi or other unforeseen costs.

## Documenting College/University Classes for Professional Development Hours

College/University classes that you successfully complete can also add to your Professional Development hours. To enter these in Frontline:

- Log into Frontline ([www.frontlineeducation.com](http://www.frontlineeducation.com))
- Click on Professional Growth, then Forms, then Historical Record Form.
- Complete the form – the credit hours earned is required so PD hours can be calculated.
- Click submit at the bottom of the page
- The form will require a one-time approval and then should show up in your **Most Recently Completed** box (located on the home page)

1 college credit hour = 15 PD contact hours

Ex: 3 college credit hours = 45 contact hours

**Missouri Department of Elementary & Secondary Education  
(DESE)**

**Required Professional Development Hours**

**1 college credit hour = 15 PD contact hours**

**(Ex: A 3 credit hour college class would count as 45 professional development hours)**

<b>Classification</b>	<b>Initial Certification Years 1-4</b>	<b>Reactivation</b>	<b>Career Certification Years 5-99</b>	<b>PD Exempt Status</b>
<b>Adult Education &amp; Literacy (AEL)</b>	60 total over 4 years	24 hours plus annual	20 annually until exempt	Two of three: - 10 years, - next higher degree, or - national certification
<b>Professional Cert - most core areas &amp; librarians</b>	30 total over 4 years	24 hours plus annual	15 annually until exempt	"
<b>Career Education - (formerly vocational)</b>	90 total over 4 years	24 hours plus annual	30 annually until exempt	"
<b>Student Services</b>	40 total over 4 years	24 hours plus annual	20 annually until exempt	"
<b>Administration - superintendent</b>	120 total over 4 years	24 hours plus annual	30 annually until exempt	"
<b>Administration - principals, special ed. directors and career ed. directors</b>	120 total over 4 years	24 hours plus annual	<b>Years 5-10</b> <u>must</u> complete EdS degree in ed adm, C&I, or reading/literacy or 30 hours annually	<b>Years 11-99</b> exempt with EdS degree or national certification
<b>Provisional (2 years)</b>	must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
<b>Temporary (1 year)</b>	must complete 9 college credits annually	n/a	n/a	n/a