

PDC Approval Process

Once a teacher has found a conference they would like to attend:

Please note

*** If your request is initiated by The Director of Special Services your form will go directly to them. Do not give to your PDC rep. ***You still need to fill out all of the paperwork appropriately, but it will not funnel through the PDC.***

1. Fill out the Professional Development Request Form
2. Ensure all information is filled out appropriately
 - a. Remember there is an approved mileage reimbursement list for the places MPS tends to travel the most
 - b. If travels are not on mileage reimbursement list, attach a google map or mapquest to the PDC request starting at 860 West Vest (Central Office). All mileage starts and ends at CO.
 - c. Please note the daily meal allowance
 - i. Breakfast- \$8.00
 - ii. Lunch- \$12.00
 - iii. Dinner- \$16.00
 - d. There is not a total for the day
 - e. If meals are included in your conference, you will not be reimbursed if you choose to purchase a meal
 - f. For one day travel, only lunch is provided
3. Print out any information in regards to registering online, or registration form attach this to your form.
4. Turn all information into your PDC representative by the due date (last Tuesday of the month).
5. If there is anything missing that they need, they will return it to you to complete fully. This could cause it to miss the deadline, so plan ahead.

Process once it is in the PDC member's possession:

1. They will sit with your principal to do the following:
 - a. Does this learning align with your growth in your current position or a need you and your principal of discussed in your growth plan?
 - b. Can the building accommodate you being out for this event (looking at substitute needs)?
2. The PDC representative has the right to deny your request for the following reasons
 - a. Funding is not available
 - b. You have been approved to attend many conferences this year
 - c. You have attended this conference numerous times and the opportunity for learning needs to be shared with others

- d. A large team wants to attend and the funding is not available
- 3. If the request is approved it will move to the PDC meeting (held the first Tuesday of every month).
- 4. If the request is denied it will be returned to you marked denied.

PDC meeting process

1. The requests will be presented building wide to the committee.
2. The committee will approve the amount being spent as a building
3. PDC Chair will sign
4. PDC Secretary will collect the following forms
 - a. White (with any paperwork attached) will be given to the administration representative
 - b. Pink will stay on file with PDC secretary
 - c. Canary and Gold will return to the building level PDC rep by Thursday of that week
 - i. Canary will stay on file with the building PDC rep
 - ii. Gold will be returned to the employee by Friday of that week
 - iii. Then you will begin the SISfin requisition process
5. The administration representative will hold onto all of the white forms and paperwork. They will not process this UNTIL the PO makes it in the Curriculum route in SISfin-It will not go to Linda to do anything until the PO has been reviewed and approved by administration representative
 - a. This will not happen without the teacher following through once they get the gold approval sheet

Teacher's process upon approval- When you get the gold sheet back

1. Enter your conference registration information into SISFIN (if you need a new vendor, please send this request to Linda Perkins-include vendor name, address, phone number and fax number if available) in the form of a requisition.
2. In the notes please put any extra information you need to have printed on the PO
 - a. Early Bird code/rate if you register for the conference by a certain date
3. If a hotel is needed create a requisition in SISFIN for the hotel.
 - a. Hotel check in and check out
List in notes on req as H11/2-4 (your month and date of check in/out)
 - b. Code for a discounted hotel room
List in notes on req as C-1234 (the real code, make sure you put a dash, many codes have letter with them)
 - c. Who you are rooming with
List in notes on req as Smith, Johns (But the real last names of who is rooming together)

4. If you use your principal's school credit card for anything--Please put this on your requisition with the last 4 numbers of the CC.
5. Do NOT put your mileage or meals into SISFIN-those are a reimbursement (see below)
6. Do NOT put your substitutes in SISFIN—This goes in AESOP
7. IF YOU NEED A PO to register online
 - a. Create your requisition in SISFIN
 - b. Email Linda Perkins to let her know you need a PO number
 - c. Once the requisition has made it to the PO level, Linda will email you a PO number so you can register
7. Please note—SISFIN is for any payment needed to a vendor. AESOP is for subs and your reimbursement will come on the yellow half sheet.

**Principal's process upon approval-
When a PDC requisition comes to you for PO approval**

1. For a teacher's conference registration please make sure you transfer the following to the footer from their notes—IF THIS IS NOT THERE-Double Check to see if there is one-If so, please add
 - a. Early Bird code/rate if you register for the conference by a certain date
2. If a hotel is needed please include the following in the footer. IF THIS INFORMATION IS NOT on the requisition—please reject and let the teacher know This should be in their notes section on the requisition.
 - a. Hotel check in and check out
 - b. Code for a discounted hotel room
 - c. Who they are rooming with
3. Code to your building PDC line and send to the CURRICULUM route in SISfin. This approval person will change anything that may need to be changed.
4. If you are using your school credit card to make reservations or pay for anything, please note this in the footer of the PO. Please include your last name and the last 4 digits of your CC.
5. This will be rejected if these items are not on the PO
6. Administration representative will reject the PO if it is not complete when it comes down their route
7. REMEMBER---Mileage, food, etc does not go in SISfin, this is reimbursement and this goes on the bright yellow sheet.

Reimbursement Process

1. The reimbursement forms are bright yellow.
2. Get one from your PDC representative or from where they are located in your building
3. Fill out the form (note on the form the amount allowed for meals. This is the max amount plus up to a 20% tip on the allotted amount).
4. Do not include snacks as a meal-The district is no longer reimbursing for snacks.
5. Include all **itemized** receipts and a mapquest/google map print out if your destination is not on the pre-determined mileage reimbursement list.
6. Fill out the evaluation form.
7. Turn this into your PDC representative. They will bring this to their next meeting and it will be processed for reimbursement.