

South Pike School District Out-of-District Professional Development Policy

1. Select a workshop or conference related to your job.
2. Complete the Out-of-District Professional Development form. Attach **completed** registration form, agenda or other information pertaining to the workshop or conference. Incomplete forms will be denied.
3. Submit to principal for approval.
4. Send request to the Central Office for approval.
5. After approval:
 - Central Office personnel will return a copy of the approval form to your school.
 - **You** are responsible for registering for your conference. Submit the registration form with a check request or purchase requisition for payment.
 - **You** are responsible for making hotel reservations if an overnight stay is required. If you would like to take a check to pay for the hotel, submit a check request form along with your confirmation number.
6. After attending the workshop or conference:
 - Complete Travel Reimbursement form (\$.585 per mile) if you drive your automobile. You must attach a copy of proof of vehicle liability insurance.
 - Calculate meal expenses
 - **NOTE:** Meals will only be reimbursed if overnight travel is involved. No breakfast allowance when leaving home the morning of the workshop or conference. No dinner allowance when returning home after the workshop or conference.
 - Attach a copy of the pre-approval Out-of-District Professional Development form, agenda and/or conference attendance certificate and hotel bill if applicable.
 - You are responsible for bringing back hotel receipt.
7. Complete the Professional Development Follow-Up form and attach to your Travel Reimbursement form.
8. Submit to principal for approval and send to Central Office for final approval and processing.

General Information

- Sharing hotel rooms and carpooling are a must to minimize expenses. Individuals who choose not to carpool will not be reimbursed mileage.
- The same person should not attend all workshops and conferences. This will allow all personnel the opportunity to attend workshops or conferences.
- Reimbursement checks are printed on the second Tuesday of each month; therefore, properly approved travel reimbursements must be received by the accounts payable office no later than noon the first Monday of the month.

Travel Reimbursement

- Properly completed and approved travel reimbursement forms need to be received by the accounts payable department no later than the normal cut off dates for payment. If the forms are incomplete or not turned in by the cut off date, you will have to wait until the following board meeting for reimbursement.