

## Guidelines for Requesting Professional Development Funds

- Teacher will:
  - Complete the Staff Development Request form
  - Make sure that detailed information is provided
    - hotel costs
    - conference registration fees
    - travel expenses
  - Submit Staff Development form to principal for approval and identification of funding source
- Principal will:
  - Review request for approval
  - Make sure a separate form is submitted for each funding source
  - If approved, sign the form and submit to the appropriate supervisor
- Supervisor will return the request and the travel form to the principal (approved or denied). If the request includes hotel costs, we will return a tax exempt form with the request.
- Upon approval, the teacher will:
  - Make the hotel reservations
  - Register for the professional development event
  - Complete a travel expense form for approval and attach it to the Staff Development Request form

After the Staff Development activity has been completed, the teacher completes the travel expense form and attaches documentation for all expenses that have been approved for reimbursement. The travel form is sent to the appropriate supervisor for final review and then forwarded to Jo Ann for payment. Please allow two weeks after travel form has been submitted for reimbursement.

**NO EXPENSES WILL BE PREPAID-REIMBURSEMENT ONLY**