

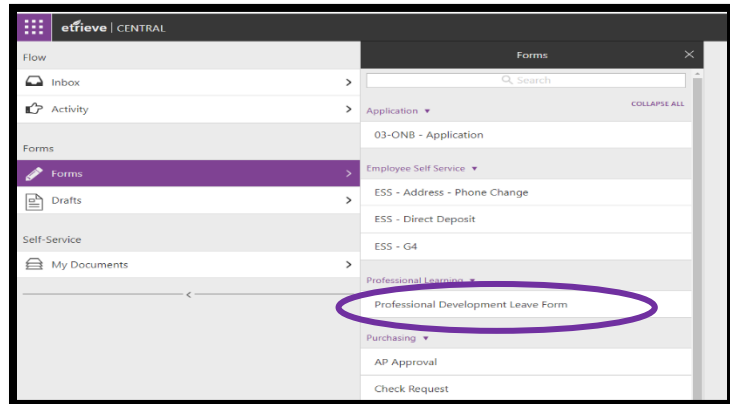
# Professional Learning Procedures

If there are **no expenses to be reimbursed**, you must submit a **Frontline** leave request to your building administrator. This includes professional learning attended in Lenox at [Coastal Plains RESA](#) (click to read cancellation policy).

If you will have expenses to be reimbursed, you must submit an [Etrieve Professional Development Leave Form](#) prior to the leave in addition to the **Frontline** leave request.

Login by clicking on the Google G to sign in with your credentials.

The **Professional Development Leave Form** is found in your forms under Professional Learning.

A screenshot of the Professional Development Leave Form. The form is divided into several sections: 'Employee Information' (with fields for Name, Employee ID, School, and Position), 'Purpose of Request and how it will support school/system mission and your professional goal:' (highlighted in yellow), 'Trip Information' (with fields for Destination of Trip, Leave Date, Leave Time, Return Date, Return Time, and Number of Actual Full Work Days Away), and 'Estimated Travel Expenses Requested' (with fields for Mileage, Lodging, Meals, and Estimated Registration). The 'Employee Information' and 'Estimated Travel Expenses Requested' sections are circled in purple.

This form **MUST** be completed prior to attending a professional learning opportunity out of Cook County.

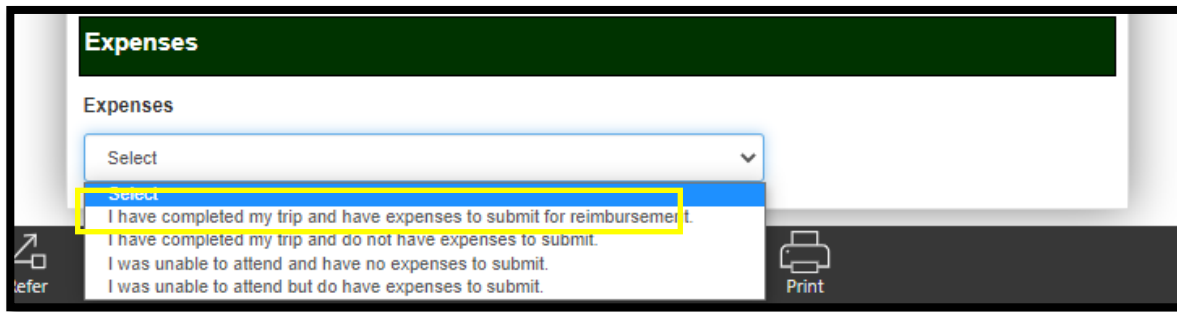
You must complete: **Employee Information, Trip Information, and Estimated Travel Expenses Requested** [Follow these guidelines when estimating travel expenses.](#)

The name of the conference must be listed in **Purpose of Request...**

Once the above areas are completely filled out you will submit the form to your principal using the **Submit To** button on the bottom of the screen. When your request has been approved by your principal/director you will receive an email notifying you and the form will stay in your etrieve inbox until you have completed your trip.

Documentation for Title II expenditures is required for monitoring, therefore (1) agendas must be uploaded in etrieve with all sessions attended highlighted and (2) redelivery of information must be documented in PLCs. If selected for Title II monitoring, PLC agenda, minutes, and any handouts, PPTs, etc. must be submitted.

**WITHIN 30 DAYS** of your return, you must complete the Expenses portion of the Professional Development Leave Form in your Etrieve Inbox.



You will select, "I have completed my trip and have expenses to submit for reimbursement." This option will open up an expense report for you to complete.

**Travel:** Enter all information including total miles traveled. Total mileage will calculate based on that information.

\*67 cents/mile (effective 1/1/2024)

**Other Expenses:** Receipts must be submitted in the Attachments area at the bottom for **anything** listed in this section.

**Meals:** Multiple days can be added by clicking on the Add Date button. You will only be reimbursed for meals not provided by the professional learning opportunity. Therefore, an agenda must also be included in the Attachments area. Follow these guidelines when requesting meal reimbursement:

REIMBURSEMENT FOR MEALS

Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00

**3 meals per day: Total of \$50.00**

REIMBURSEMENT FOR MEALS ON TRAVEL DAYS

Breakfast	\$9.75
Lunch	\$10.50
Dinner	\$17.25

**Total of \$37.50 (75% of regular days)**

By clicking Approve once you have completed this form you are certifying that the charges were made in performance of your duties for Cook County Schools.

## Travel Expense Estimation Guidelines

### Mileage Reimbursement:

When multiple employees attend the same workshop or conference, you will be expected to **travel in groups of four**. This is essential in helping to reduce this expense. The current rate is **70 cents/mile** (effective 1/1/2025).

### Registration Fees:

If the registration fee is \$100 or more send invoices to the system Professional Learning Coordinator to be registered with a purchase order. **If the fee is less than \$100, the participant must pay the fee and turn in a receipt for reimbursement after the conference.**

### Hotel Instructions:

- Room reservations are to be made by the individual. The receipt must be turned in for reimbursement after travel.
- When two or more people are attending the same conference, a shared room is required when possible. Each person should be registered in the hotel room and receive an individual receipt for reimbursement.
- You should register before the registration deadline to receive the conference rate. You will only be reimbursed up to the conference rate.
- When checking in a hotel, please submit an Exemption of Local Hotel Excise Tax form and a Sales Tax Exemption form. You will not be reimbursed for county or municipal excise tax. These forms can be found [here](#).

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**Travelers traveling overnight in State must deduct 25% of the total per diem rate on the first and last day of travel.**

\*Meal reimbursement rates for out of state will differ. Please call the Central Office for details.

### ONE-DAY WORKSHOPS

If you attend a one-day workshop, meals can only be reimbursed if you are away for **more than 12 hours**.

## Coastal Plains RESA Cancellation Policy

Coastal Plains RESA makes every effort to provide high quality professional learning experiences at low cost to member school districts. Registrants are responsible for canceling their registrations. Individuals may cancel their subscriptions through their Learning Stream account. Registrants can also contact the Registrar (erinstephens@cpresa.org) or call CPRESA (229-546-4094, ext. 110). School districts will be invoiced for no-shows and/or cancellations made less than two weeks prior to class. The cost of the course or a minimum of \$25 will be charged.\*

### NOTICE

Coastal Plains RESA reserves space in professional learning classes and workshops for employees of member districts. In the rare event when classes are full or overbooked, slots must be made available for employees of member systems. Priority of class availability is as follows:

1. Certified personnel under contract with a member system or RESA
2. Classified personnel of a member system or RESA
3. Certified personnel under contract with a system that is a member of a RESA outside the CPRESA area
4. Personnel of a state agency
5. Personnel employed by a system that is not a member of CPRESA, such as private schools or agencies
6. Out-of-State personnel

***\* Participants not following this policy will be responsible for the \$25/registration fee.***