OVERVIEW

All employees must follow the procedures outlined below when requesting to attend professional development events within or outside of the school system.

In-System Professional Development

Each employee must enter a Professional Development Detached Duty request in TalentEd. *A Professional Development Request is not needed for in-system professional development.*

Out-of-System Professional Development

- Each employee must enter a Professional Development Request and a Professional Development Detached Duty (if applicable) in TalentEd https://elmoreco.tedk12.com/sso/Account/Login).
- The funding type and account number information will be completed by the Federal Programs Department staff.
- The professional development event must meet ESSA criteria and be evidence-based for federal funds to be used.
- The workshop topic or theme must have a direct link to the administrator's/teacher's PLP, the school's Alabama Continuous Improvement Plan (ACIP), and/or the ECBOE Strategic Plan.
- Professional development required by a grant will be administered by the appropriate department head.
- Employee should not attend the PD event unless he/she has received the approved PD Request.
- Travel expenses will be reimbursed ONLY for those days approved on the PD Request.
- The meeting agenda must be attached to the PD Request for all trips. If no formal agenda exists, submit proper documentation in lieu of formal agenda.
- **Failure to obtain PD Request approval preceding an event/activity will result in request being denied and no travel expenses reimbursed.** If changes in travel arrangements are necessary, please contact the Federal Programs Department for further instructions.
- **If approved, it is the employee's responsibility to make all arrangements for attending the event.**

Online Professional Development (with or without a fee):

- A Professional Development Request must be submitted and approved prior to completing online professional development activities.
    - *Requests must be related to the teacher's certification area and/or teaching assignment*.
    - Submit documentation to support the request, e.g., course description, content, etc., with the Professional Development Request Form.

- Once approved, the requesting employee will need to pay the registration fee, if any.
- Request for reimbursement of the registration fee (if applicable) must be submitted on a Travel Reimbursement Request Form and listed under Miscellaneous Expenses.
- The receipt for the registration fee <u>and</u> evidence of satisfactory completion of the training (printed certificate or other evidence from the online training) must be submitted with the Travel Voucher to receive reimbursement.

To receive professional development hours:
- Follow procedures for entering out-of-system professional development in PowerSchool Professional Learning.

Travel Guidelines

- All travel must be pre-approved by the principal, Director of Professional Learning, and department head on the ECBOE Professional Development Request Form.
- All travel claims are due to the paying entity <u>within 30 days</u> of the event for processing.
- Mileage will be reimbursed at $.60 per mile.
- No reimbursement shall be authorized for travel between the employee's residence and assigned workplace (commute mileage).
- Limits may be established on the amount of authorized travel.
- Official travel for a pre-approved conference or meeting includes a maximum of one travel day at the beginning and one travel day at the end of the trip.
- Points of Travel: Travel related to the performance of routine job responsibilities is to be reported on the Local Travel Report.
   - Employees who report to various locations in one day must subtract commuting mileage from the total mileage claimed for reimbursement on that day.
   - Documentation of mileage (Google map) must be attached to Local Travel Report.
   - Non-allowable travel expenditures, e.g. mileage to a PD event in the employee's city of residence, will not be reimbursed.

TRAVEL PROCEDURES

Registration
- Registration fees are the sole travel expenditure that may be paid in advance via purchase order. Purchase orders may be done for registration fees of $125 or more.
- Request for reimbursement must have agenda indicating meeting place, dates and must be accompanied with receipt.
- The Board does not pay personal membership fees or dues. (Exception: CLAS membership for all administrators including Central Office, principals, assistant principals, administrative assistants.)

Hotel/Motel
- Personnel may be reimbursed for hotel/motel expense at the single room rate up to $175 per night plus applicable taxes or the conference block room rate if higher.
- Itemized receipts are required.

- Self-parking and taxes may be reimbursed.
- Movie rentals, alcoholic beverages and other personal expenses are not allowable expenditures.

Transportation
- County vehicles may be used, if available.
- Mileage for personal vehicles will be reimbursed at $.60 per mile; use of county cars for out-of-district travel will be charged to the appropriate department at $.60 per mile.
- Employees are expected to carpool whenever possible.
- Prior approval is required for individuals to drive separately to the same event or the employee may absorb the expense.
- A Google map must be submitted with the Travel Reimbursement Request anytime a county or personal vehicle is used.

Airfare
- Personnel attending professional development conferences requiring airfare will be paid via reimbursement process only.
- Itemized receipts are required.
- Most airlines have initiated fees for checked baggage. The Board will reimburse the employee for one baggage charge each way if receipt is submitted.
- The employee is responsible for any excess weight charges or for any charges for two or more checked baggage items.

Food/Meal Allowance
- Meal reimbursement will be paid on a per diem basis for all in-state and out-of-state destinations.
    - Receipts are <u>not</u> required.
    - Employee is responsible for determining per diem rate for destination; **printed copy of per diem must be attached to PD Request and Travel Voucher.**
    - Per diem rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown.
    - The full daily per diem rate will be paid for all days of approved travel.

Other/Miscellaneous

Other necessary travel expenses such as cabs, subways, parking (self-park ONLY), toll charges, etc., are allowable if necessary, reasonable and documented with receipts/tickets. Tips (other than meals) will <u>not</u> be reimbursed.

TRAVEL REIMBURSEMENT PROCEDURES

- Employees must submit a Travel Reimbursement Request Form to the department that approved the travel immediately upon their return from a pre-approved, out-of-system professional development event, but <u>no later than 30 days after the event</u>. **Original Travel Reimbursement Request and receipts must be submitted**; emailed/faxed documents will not

be accepted. Claims submitted more than 30 days after the event may not be paid.
- All pertinent information must be provided on the form, and all required documentation must be submitted for the request to be processed.
- Receipts smaller than 8 ½" x 11" should be affixed to a white sheet of paper prior to submission with the travel voucher.

RECEIVING PROFESSIONAL DEVELOPMENT CREDIT

Attendance at in-system events is documented via sign-in sheets and credit is awarded in PowerSchool (PS) Professional Learning.

Entering Out-of-System PD Activities that you were not required to sign up for in PowerSchool Professional Learning:

- Login to **PowerSchool Professional Learning**
- Click on **External Credit Request** on the menu bar at the top of the page.
- Click on **My Requests** on the left side of the screen.
- Click on the blue **Create School Level External Credit Request** button on the upper right side of the screen.
- You will need to enter the following information:
  - Training Name
  - Training Number (e.g., course number for college course)
  - University/Location
  - Start Date
  - End Date
  - Description
  - Type (of training) – this is a drop-down list
  - Attachment to verify your completion of the training for which you are requesting credit
- When all information is entered, click on the blue **Submit for Credit Approval** button on the lower left of side of the screen.
- Your request will be reviewed and credit will appear on the **Approved** tab in My Requests after it has been approved.