

# Professional Learning Procedures

Please follow the procedures below when attending a workshop or conference.

If there are **no expenses to be reimbursed**, you must submit a **Frontline** leave request to your building administrator.

If you will have expenses to be reimbursed, you must submit an Etrieve **Professional Development Leave Form** at least two weeks prior to the leave.

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

You will be expected to **redeliver conference highlights** to the appropriate school personnel, including teachers and/or administrators. The following **must be turned into the Federal Programs director after redelivery**: (1) documentation from conference (ie. Agenda) (2) agenda from redelivery (3) handouts from redelivery (4) sign in sheet from redelivery

## 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.

## Registration Fees:

If the registration fee is \$100 or more, the system Professional Learning Coordinator will register participants 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.** 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.

## Travel Expense Forms Instructions:

### REIMBURSEMENT FOR MILEAGE

58.5 cents/mile (effective 1/1/2022)

### REIMBURSEMENT FOR MEALS

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

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

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**.