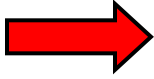




## GUIDELINES FOR REQUESTING STAFF DEVELOPMENT FUNDS

### 1. Professional Development Funding Requests for Workshops and Conferences:

- Access the “Workshop/Conference Application” form from the LOHS Staff Development website. Submit an online application via the “Funding Request” button, or print a paper copy of the form.



**A completed funding application must be submitted and approved by Site Staff Development Committee (SSDC) before attending any conference!**

- Complete the entire application, including cost estimates and justification. Note that groups requesting financial support must submit ONE application with all attendees listed on a single form.
- If submitting a paper application, obtain your department chair’s signature on the form.
- Attach conference information to the form. Conference information must include the **title page** of the conference brochure/flyer (with name of conference, date, time, and location), **registration and payment information** (including address and fax number), and completed **registration forms** (if necessary) for each person attending the conference. Note that an online application will require digital versions of this information via file uploads and/or links.
- Submit your completed online form or forward your paper application with attached conference information and registration forms to Alicia Becker (LOHS Library) or your department’s SSDC representative.
- All funding applications will be reviewed by the SSDC, and applicants will be notified of the committee’s determination by the committee chairperson within two days of the committee meeting.
- Please submit your funding application **well in advance** of the conference registration cutoff date! SSDC meets only once a month. After approval, completion of a requisition for your registration may take a few days, and then the requisition must wend its way through three additional offices for further approvals before reaching District Purchasing, which may take yet another week. The District Purchasing department requests that all conference registrations be submitted 3 weeks prior to the registration cut-off date. Staff applying for conference funding may, after approval, self-register and personally pay for the conference and then be reimbursed after the conference.
- Conference attendees will receive a copy of the Purchase Order (PO) as proof of payment prior to attending the conference. Bring the copy of the PO with you to the conference, should questions regarding your registration arise.

### 2. Substitute Requests:

- After obtaining approval of SSDC, obtain a “Request to Attend Conference/Workshop/Meeting and Substitute Request” form (PERS 127) from Lynne Ciotti (Principal’s Secretary).
- Complete the top of the form, including justification, and obtain the signature of your immediate supervisor. The substitute rate is currently \$125/day.
- Request your sub with AESOP and **write the substitute job number on the PERS 127 form.**
- Turn in the completed form to Alicia Becker (LOHS Library) or your department’s SSDC representative.
- Note: Although there are lines in Section 3 of the form for listing conference expenses, DO NOT use the PERS 127 form for any purpose other than requesting a substitute.

### 3. Reimbursement for Miscellaneous Conference Expenses:

Reimbursement forms may be found online at SharePoint / Purchasing / Shared Documents. Note: All requests require **original itemized receipts. You must also submit a copy of your registration form and the conference flyer along with your reimbursement.**

Airfare: If airfare is approved by the SSDC, you will receive an e-mail with a requisition number authorizing your request for airfare. After receiving the requisition number, you may then call Bradford House Travel (our district-authorized travel agent) at (909) 986-4176, supply them with the requisition number, and make your flight arrangements.

Cab Fees: If approved, you may be reimbursed with receipt only (see information on reimbursement form).

## Professional Development Funding Application Guidelines

Memberships to professional organizations cannot be reimbursed or included in a conference fee.

Hotel: Arrangements for hotel accommodations are usually the responsibility of the individual attending the conference. (If the district will be making hotel arrangements, you will be notified by the SSDC.) Hotels costs are typically covered with a personal credit card, as most hotels do not accept school district purchase orders for payment. Conference attendees must submit a "Conference and Convention Reimbursement Claim Form" to be reimbursed for hotel costs. The form can be found at SharePoint / Purchasing / Shared Documents. Note the following when submitting your reimbursement form:

- Original itemized hotel bill (no photocopies or email confirmations) on hotel stationery and a copy of the recommended hotels from the conference flyer must be submitted along with the reimbursement form.
- The district will only reimburse at the single room rate or double occupancy rate. Certification of single room rate must be submitted with the reimbursement form (either printed on the hotel bill OR shown on a hotel brochure submitted with your claim OR on the certification form found at SharePoint / Purchasing / Shared Documents).
- If you are sharing a room, hotels will often honor a request to "split the bill" and print a copy of your share of the bill. If the hotel will not give you an individualized bill, please indicate the name of the staff member with whom you shared your room on the reimbursement form and hotel bill.
- Movies, service tips, internet access fees, cleaning, or personal telephone calls will not be reimbursed.
- Self-parking fees will be reimbursed with receipt only. Valet parking will not be reimbursed.

Meals: If approved by the SSDC, you may be reimbursed up to \$60/day for meals (no rollovers). This meal allowance applies to the individual attending the conference only. The costs of meals for local conferences are typically not reimbursed. Please note the following:

- **Original receipts** must be submitted with your reimbursement form. All submitted receipts **must be itemized**, with the food or meal purchased printed on the receipt. Note that credit card meal receipts are often not itemized. **Notify your server in advance that you require an itemized receipt.**
- \*\*\*CREDIT CARD RECEIPTS WHICH ARE NOT ITEMIZED WILL NOT BE REIMBURSED\*\*\***
- Group meals: If you plan to enjoy a group meal in which one person hosts the meal and covers the cost of everyone's meal on his/her personal credit card, you will be asked to sign a letter stating that you agree to allocate a portion of your daily meal allowance to the person who paid for the meal, thus allowing the host to submit a reimbursement for the cost of the meal. To expedite reimbursement, the individual cost for large group meals is typically determined by dividing the total cost of the meal by the number of participants. Payment for the group meal will be the first deduction from your daily meal allowance.
  - Tips of up to 15% will be reimbursed **only if printed on the receipt**. Gratuities greater than 15% may be reimbursed for a large group meal at restaurants that automatically include a gratuity on the check.
  - **Alcohol will not be reimbursed.** For group meals, it simplifies the reimbursement process if alcohol is charged separately from the meal (ask your server if this is possible).

Mileage Claims: If approved by SSDC, you will be reimbursed for mileage at a rate of \$0.58 per mile (effective through December 31, 2019). Mileage for travel to a local conference is typically not reimbursed.

- For mileage claims to conferences: (1) attach a Map Quest or Google Maps printout with the mileage shown from your departure point to the conference, OR (2) submit a completed "Mileage Reimbursement Form" (Form Bus. Of. 35 available at SharePoint / Purchasing / Shared Documents).
- If you elect to travel by personal car to a long-distance conference in which air travel is the preferred method of travel, the district will reimburse you at the lower of the two rates, airfare or mileage. The district will not reimburse for extra meals or hotel expenses incurred by traveling by personal car.

**PLEASE MAKE COPIES OF ALL FORMS AND RECEIPTS FOR YOUR RECORDS.**

**PLEASE SUBMIT YOUR REIMBURSEMENT CLAIM FORM WITHIN 30 DAYS OF ATTENDING A CONFERENCE!**  
(Or by June 30 if attending a conference in June)