

Professional Development Travel Instructions

1. Fill out a Professional Development Activity Application. Be sure to put all expenditures on page one. In most cases you will not be reimbursed for anything not previously approved.
2. Obtain building administrator's signature.
3. Turn in Professional Development Activity Application and registration form to applicable department at the Education Center (Career-Technical, Rhonda Naftz; Special Services, Jeff Proctor; Title I, Gretchen Kinghorn; Title II-Teacher Quality, Chuck Orr).
4. If you are approved, complete the following steps:

- A. **Substitute** - Alert your building secretary to request a substitute for the day(s) you will be gone. The Ed Center will send your secretary a G-5 sub voucher.
- B. **Registration** –
 - If you intend for the Ed Center to complete registration on your behalf, the registration form, including website if available, should be provided along with the Professional Development Activity Application. If the registration form is not submitted with the Professional Development Activity Application, it will be assumed you will complete the registration on your own.
 - If you intend to complete the registration for yourself, please do so after receiving approval of the Professional Development Activity Application from the Ed Center. Save your receipts of purchase for reimbursement upon your return.
- C. **Hotel** - When possible, please set up direct billing with the hotel. The business office (Account Payable) can help with any forms the hotel needs. Once direct billing is set up, reserve your room(s). If direct billing is not available, you will need to reserve the room on your credit card and seek reimbursement upon your return. Taxes and fees will not be reimbursed.
- D. **Meals** - Below are the per-diem meal reimbursement amounts. You do not need to submit meal receipts. If a meal is provided at your conference, you will not be reimbursed for that meal.

	Out of state per diem - \$60	In state per diem - \$55
Breakfast	\$13.20	\$12.10
Lunch	\$18.60	\$17.05
Dinner	\$28.20	\$25.85

- E. **Automobile** - If you are driving, you will be reimbursed 60¢ per mile. Mileage is based on the state mileage chart. Locations not on the mileage chart are reimbursed based on a mileage search engine (Google Maps). If you are flying out of SLC, don't forget to include mileage to SLC.
 - F. **Flight** - If you are booking through a travel agency, ask them direct-bill the school district. If you are booking online, you will need to put the flight on your credit card and save your receipts for reimbursement upon your return.
 - G. **Other** - Remember to include on the Professional Development Activity Application any shuttles, taxis, baggage fees, rental cars, etc. expenses that you may incur in your travel. Save your receipts for reimbursement upon your return.
5. Once you return, complete the following steps:
 - A. Fill out a Travel Expense Voucher and have your administrator sign it. All areas must be filled in, even those already paid (i.e. registration). Deduct pre-paid funds near the bottom of the voucher (where it says LESS). Be sure you sign the bottom left corner of the Travel Expense Voucher.
 - B. Turn in the Travel Expense Voucher to the applicable department with the following documents:
 1. **Proof of attendance (nametag, certificate of completion, etc.).**
 2. Hotel receipt or invoice.
 3. Flight receipt, if it was not direct-billed to the District.
 4. Other receipts as noted in 4G.