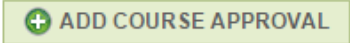





## PD Site Participant Directions Out of District Course

### Step-by-Step Site directions

1. Click the My Records tab.
2. Click the Course Approvals tab.
3. Click  .
4. Complete the mandatory fields and press Save.
5. Click on  to create an application for use of PD funds.
6. Fill out the application and press Submit.

### Next...

Give 3-5 business days for your request to be reviewed for approval. Once approved and the course is complete, submit the following hard copy documents to the professional development office:

1. Expense Report (directions below)
2. Proof of completion, i.e. copy of clock hour form, certificate of completion, grade report
3. Proof of payment(s)

### Expense Report

1. Click the My Records tab.
2. Click the Applications tab.
3. Find the course for which you want an expense report.
4. Click the PDF Icon to print the expense report.
5. Print, sign (in blue ink) and return with all receipts and proof of completion to the Professional Development office.

### FAQ's

#### **What do I submit for mileage reimbursement documentation?**

Document provided by the organization stating the location of the course. Examples are an email from the organization for you registration confirmation that includes the location or an online advertisement.

#### **What do I submit for material reimbursement documentation?**

To be reimbursed for a book, it must become district property. Take the book to your building media specialist, have them add it to the library inventory, then ask they provide proof. If it is a consumable material, you must indicate so the application.

#### **What do I submit for meal reimbursement?**

Nothing. Meals are paid per diem, so they are reimbursed at a fixed amount (set by the government) dependent on the zip code of your location.

#### **Can I pay myself to attend an out-of-district course?**

No. Individual PD funds can only be used to pay participants for in-district courses.

#### **What do I submit for salary placement documentation? Is it different than the documentation submitted for reimbursement?**

Yes. Professional Development can accept unofficial documentation for reimbursement processing, such as a grade report or certificate of completion. For salary placement, submit official college/university transcripts by September 15th and out-of-district clock hour forms by September 30th to Human Resources.