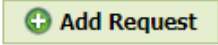# PD Site Participant Directions
Out of District Course

Submit a PD Course Approval and Application
1. Click the My Records tab
2. Click the Course Approvals tab
3. Click **⊕ Add Request**
4. Complete the mandatory fields and click the Submit button
5. Click on 💲 to create an application for use of PD funds
6. Enter the amounts you wish to be reimbursed, then click the Submit Application button

Next...
Give 3-5 business days for review. If 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
   a. For a professional membership, provide confirmation of the membership. Such as a copy of your card or an email confirmation.
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 proof of completion and all receipts to the Professional Development office

FAQ's
What reason do I use for being absent?
1. **District > HR or Pro Dev**: Individual professional development funds is paying for the substitute cost
2. **Reimbursable Substitute**: Course sponsor is paying for the substitute cost (i.e. OSPI or ESD 112)
3. **Building Need**: Building budget is paying for the substitute cost
4. **District > *******: District department will be paying for the substitute cost; look for email from that department for specific direction before selecting any of these reasons.

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 or an online advertisement.

What do I submit for material reimbursement documentation?
For textbook reimbursement, it must become district property. Take the book to your building media specialist and have them add it to the library inventory. You will need to include a document showing proof that it is now VPS library inventory. 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 and whether it is a travel or non-travel day.

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?
Submit an official college/university transcript(s) or a Washington State inservice clock hour form to Human Resources by September 30. Professional Development can accept unofficial completion documentation for reimbursement processing, such as a grade report or certificate of completion.