



Professional Growth

Formerly MLP PDMS and MLP OASYS

www.mylearningplan.com

MLP Quick Reference/Overview-Updated August 2019

LOGIN INFORMATION:

User Name is your rtnj.org email address

Your password is district password.

Frontline Professional Growth (formerly MLP PDMS and MLP OASYS) is an on-line professional learning software program the district uses to process requests to attend professional learning days. Please review the following information:

- **Timing** – Requests must be submitted at least **30 days** prior to the next scheduled “Work Session” Board of Education (BOE) meeting (BOE meeting dates are listed on rtnj.org). This allows enough time to obtain the necessary levels of internal approval and to be included in the motions for approval by the BOE.
- **Location** – **All** workshops that you attend both *in-district and out-of-district* need to be submitted in MLP. All requests will transfer directly to AESOP to obtain substitute coverage and/or to record your professional day.
- **After** – **All activities** must be *marked complete* within *thirty* days of attending.
- **Travel days** – **Travel days must be included** on your initial request if you will incur expenses on those days. You will only be reimbursed for expenses incurred on the dates in your request and that were board approved.
- **What to include** – **Include any potential expenses.*** You will only be reimbursed for expenses that you estimate on your original request. Please refer to gsa.gov for allowances for out-of-state meals and lodging.
- **Mileage** – Google is the *only* website approved by the Business Department for mileage reimbursement. Remember to calculate mileage both ways/round-trip. **A valid/current automobile insurance card** must be uploaded in your Frontline file library and be submitted with every activity that includes mileage reimbursement.
- **Meals*** – Alcohol and tax are non-reimbursable. All meals receipts **must be itemized**. Meal reimbursement is limited to the amounts allowed on the gsa.gov website. Meal reimbursement for the first and last day of travel is at 75% of the per diem rate from gsa.gov.
- **Hotel*** – Please note if the hotel you are staying at is the same hotel as the location of the workshop/conference that you are attending. If not, hotel reimbursement is limited to the amounts allowed on the gsa.gov website. You may find a less expensive hotel, however staying at the hotel of the venue may eliminate additional travel costs back and forth (taxi costs, etc.). Overnight hotel stays prior to the conference start date or after the conference end date will NOT be reimbursed if you could reasonably arrive or return on the starting or ending date.
- **Transportation** – Shuttle service to and from airports must be utilized. Submit toll & parking receipts, EZPASS statements, etc. *Please note: All train expenses are required to be pre-approved by the Business Department. Rental cars are NOT permitted. Air travel requires **three (3) airfare quotes** to be uploaded to your MLP File Library and submitted **in advance** with the “Request for Permission to Attend Professional Development.”*
- **Proof of attendance/payment** – Be sure to save all name tags, certificates, toll/parking receipts, meal (itemized) receipts, hotel (itemized) receipts etc. Credit card statements must show your name and last 4 digits of the credit card number. See district [reimbursement guidelines](#) for exact requirements for other types of proof of payment (checks, Pay Pal, etc.).
- **Questions** – Please review the document from accounts payable titled *2019-2020 Required Supporting Documentation for Workshop Reimbursements*, in addition to detailed (step-by-step) instructions for entering requests, scanning & uploading documents, and marking activities complete, all of which are posted for your reference on <https://www.rtnj.org/Page/598>.

**Lodging and meals for workshops held in New Jersey are non-reimbursable unless the NJ State Commissioner of Education has issued a waiver. Please read the specifics of the waiver carefully!*