

**Shady Side Academy Professional Development
Pier Diem Rate, Application Submissions, and Reimbursement Procedures
2021-2022**

Pier Diem Reimbursement Rates

- Mileage reimbursement rate is \$0.56 cents per mile (the 2021 IRS Standard Mileage Rate).
- The Per Diem reimbursement rate for meals is \$65.00 for Boston, Chicago, New York City, San Francisco and Washington, DC.
- The Per Diem reimbursement rate for all other cities is \$50.00.

***Include ALL receipts when submitting your expense report and include the itemized receipt portion for meal expenses.**

Application Submissions

Submit applications for all professional development opportunities to the Chief Talent Recruitment and Professional Development Officer, Armani Davis (adavis@shadysideacademy.org).

- ❖ If you are applying for a workshop, seminar, or conference please use the Continuing Education form.
- ❖ If you are applying for tuition reimbursement, please use the Faculty Study Grant form.

Please follow the procedures for submitting applications:

1. Faculty and Staff must submit the appropriate PD request form with head/supervisor signatures and any attachments to Armani Davis
 - A. All request forms are on the faculty and staff portal under the PD tab (top right corner).
 - B. Teachers must have school head approval and administration must have supervisor approval, prior to the application to ensure that the conference or workshop is beneficial, and that adequate classroom/department coverage is available. Their signature does not give approval.
2. Applications will be accepted throughout the year, with monthly deadlines of the first Monday of each month. For example, the **next monthly deadline will be Monday, November 1st**
 - A. Applications received by first Monday of the month will be reviewed at the monthly Heads' meetings. The heads' meetings vary each month; therefore, the length of time between the first Monday of the month and acceptance/denial of applications will also vary. Applicants should plan their submissions with sufficient time for review and processing before funds are needed.
 - B. Proposals received after the monthly deadline will be reviewed the following month.
3. Once a decision is made, Armani Davis will contact you via email.

***Do not pay for any opportunities until you have received final approval from
Armani Davis***

Stipend/Reimbursement Procedures

Please read the procedures below for PD Stipend/Reimbursement:

- ❖ Once you have been notified by Armani Davis about your approved PD, you will receive an email asking for you to submit a google form. Upon submission you will receive a stipend in the approved amount.
- ❖ You are responsible to making your own arrangements for the PD opportunity that you were approved for using the stipend. This includes everything from tuition to travel and meals.
- ❖ After your opportunity, complete the PD Stipend/Reimbursement form, attach all original receipts, and submit it to Armani Davis.
 - A. If you spend more than the allotted amount you will absorb the overage or you will have to check with your School Head or administrator for any funds they can give you.
 - B. If you don't spend all of the stipend you will be required to pay the remaining amount to Shady Side Academy.

2021-2022 Professional Development Application Deadlines:

- Benedum Teaching Fellowships Grants are due: Monday January 10th
- Summer Curriculum Grants are due: TBD
- All other applications will be accepted throughout the year with a monthly deadline of the first Monday of the month.

If you have any questions about Professional Development, contact Armani Davis

Email: adavis@shadysideacademy.org Phone: (412) 968-3035