

PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST

Name _____ Date _____

I hereby certify under penalty of perjury that this is a true and accurate claim for necessary expenses incurred by me and that no payment has been received by me on account hereof.

- Please check which fund is applicable to the request for reimbursement. You may check both if prior approval has been received for the Pooled Funding option. If you have not requested funding from the group option you may do so at any time. Requests must be turned into the OEA President or Superintendent for consideration by the committee.
- You must attach receipts / proof of payment and/or completion documents for the items.

Professional Development from your individual professional development funds

☀Clock Hour fees	\$ _____
☀Conference fee (over the individual allocation)	\$ _____
☀Tuition (over the individual allocation)	\$ _____
☀Travel (mileage and or room costs)	\$ _____
☀Food	\$ _____
Total \$ _____	

Account **0100 31 7330 000** _____
Individual account code

The district shall make available a sum of \$300 per FTE for the certified employee at the beginning of each school year to apply to the cost of professional development of the employee's choosing so long as the selected activity is related to that employee's job assignment (RCW 28A.415.023).

The District will pay for a substitute, if needed to attend this professional development. The cost of the substitute will not be deducted from the teacher's individual sum. If an employee does not expend his/her total funds they will accumulate from year to year in that employee's account up to a total of \$900. No employee's accumulated funds will exceed \$900 in any year. All expenditures to be charged against individual accounts for the prior year must be submitted on or before September 15 of the following year.

To apply for Professional Development Certificated Pooled Funding, please complete the Request for Funds from the Professional Development Pool Form

The district will maintain a pooled fund of \$ 4,000 for certified employees to participate in professional development that addresses the District's and the School Improvement Team's goals and vision statements and that is related to the employee's job assignment (RCW 28A.415.023). Priority for these funds will be for certification, advanced degrees and additional endorsements. Certified employees may request funds from this pool accordingly. The pooled funds will be replenished annually to the \$4,000 level. These pooled funds will be administered by a professional development committee of at least two members appointed by the Association and one district administrator. The professional development committee will use a consensus model to prioritize their use.