

## TRAVEL INFORMATION

1. All travel expenses must be in compliance with the Superintendent's Regulation 5-4.5 (B).
2. No travel arrangements or registration payments should be made until approved by Assistant Superintendent and/or Superintendent, if applicable. Professional Leave should be requested through Vector Solutions with absences entered into Frontline.
3. Detailed receipts are required for all travel expenses. If a receipt is not available, a detailed explanation of the charge must accompany the completed travel form. All receipts must be mounted on a sheet of paper in date order.
4. A PCPS check and/or credit card should be used for all travel expenses, if possible. If registration should be paid via check, please include a Check Request Form with invoice and/or Registration Form for the Finance Office to issue payment.
5. Travelers are expected to use the most economical alternative with respect to lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility. PCPS will pay the prevailing single room rate per traveler. Travelers shall use their school address when booking rooms and should not include personal rewards programs. Lodging should not be included for local travel, unless deemed reasonable and necessary by the Superintendent.
6. PCPS vehicles should be used when traveling. Please schedule use of a vehicle with Transportation in advance of travel. In the event a vehicle is not available, use of a personal vehicle must be approved and mileage reimbursement may be made using the IRS prevailing rate. A [mileage reimbursement form](#) must be submitted to the Finance Office.
7. The following are examples of travel expenses that are not permissible:
  - a. Meals not associated with travel requiring an overnight stay
  - b. Loss of funds or personal belongings
  - c. Personal expenses, such as newspapers, clothes, shoe shines, etc.
  - d. Entertainment expenses, such as pay TV, movies, nightclubs, health clubs, theaters, travel tours, golf fees, etc.
  - e. Insurance premiums paid by the traveler for the benefit of self or beneficiary
  - f. Cost of alcoholic beverages
  - g. Cost of traveler's checks or money orders
  - h. Additional charges for accommodations, meals, travel, etc., for individuals not on PCPS business who accompany the traveler on an authorized PCPS business trip
  - i. Fines, court costs and related expenses
  - j. Expenses deemed as unreasonable, excessive, unsupported or unexplained

8. In accordance with Internal Revenue Service regulations, meals reimbursed are considered taxable income to the employee only if the employee is not traveling away from home overnight. Therefore, PCPS will reimburse meals only if the meals are in connection with travel requiring an overnight stay. This may include tips, but should not exceed the federal per diems. To verify lodging and meal limitations for the area in which you will be staying, please visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>  
The daily allowance is adjusted by the actual departure and returns and adjusted for meals included as part of the registration fee. **Detailed receipts are required for all meals.** Without proper receipts, reimbursement may be denied. If a meal exceeds the daily allowance, please provide justification. Tips on meals should not exceed 15% of the meal cost, which should be included in the meal allowance.
9. If the employee should be reimbursed for any expenses, an approved [Check Request Form](#) (with detailed receipts) must accompany the reconciled and approved travel form and be sent to the Finance Office. All forms (Check Request and/or Mileage Reimbursement) should be submitted together so all expenses can be issued in one reimbursement check. These must be submitted within 14 days of the return travel date.

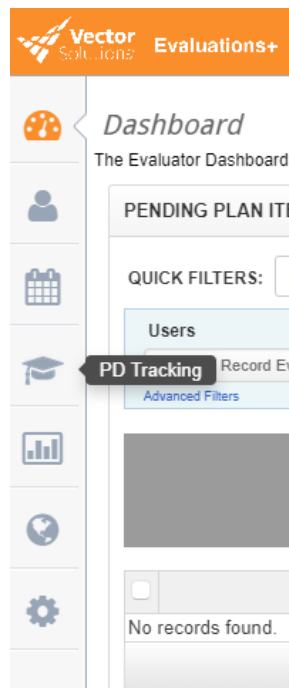
# Directions for Vector Solutions Professional Leave Request Form

The process for requesting out-of-division leave to attend professional learning opportunities has been streamlined. Please utilize the form within Vector Solutions to ensure timely responses for approval. Questions? See Kelly Purdie.

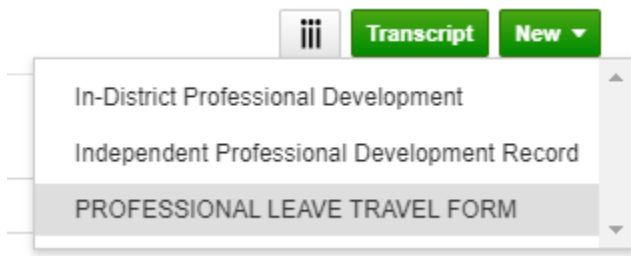
**Your request will be reviewed/approved by the following people. After each approval, the next person in line will receive an email notification.**

Supervisor/Building Principal  
Professional Learning Supervisor  
Asst Superintendent for Instruction  
Superintendent (required for overnight stays)  
Finance Office

- 1.) Log into [Vector Solutions](#)
- 2.) Click on “PD Tracking” which is the icon of the Graduation Cap



- 3.) In the upper right hand corner, click on the green “New” button and select “Professional Leave Travel Form.”



- 4.) Complete the form in its entirety. **Pay close attention to the two sections below.**  
Once your request has gone through the approval process, you will be notified via email.

A.) Within the form, you can select how many PD Points you will be receiving.

<b>Credits:</b>	<input type="text" value="5"/>	<b>Professional Development Points</b>
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**Note that the VDOE has the following guidance on PD points.**

College Credit (max of 180 pts) - One semester = 30 points - One quarter = 20 points	Official Transcripts Required
Professional Conference - 4+ Hrs Participation = 5 pts - Presenter = 15 pts / presentation topic	Verification Letter, Acceptance Letter, Thank You Letter, LEA approved leave request, list of conference participants, certificate of completion/attendance
Curriculum Development (max of 90 pts) - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive)	Requires prior approval from SBO. Must be coordinated by employing educational agency, or other state, national, or international education agency or organizations. Participation List, Curriculum Guide, or Committee Assignment List as evidence.
Publication of Article (max of 90 pts) - 45 points per narrative, article, or report (split if multiple authors) Publication of Book (max 90 pts) - 90 pts per book, split if multiple authors	Copy of published article Copy of final grant report Publisher's letter of publication date Copyright for complete work Copyright for instructional program
Mentorship / Supervision (max of 90 pts) - 1 pt / clock hour	Participant list from college/ university Employing educational agency assignment list
Educational Project (max of 90 pts) - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive)	Requires approval from SBO Must result in a written report or other tangible product. Acceptance for exchange program from college/university or business Written summary/journal of project activities
Professional Development Activities - Max of 180 points - 1 pt / clock hour	Participant list from employing educational agency (assigned credits from alternate source) Division PD / Training

B.) Additionally, you will need to select your immediate supervisor/building principal:

<b>Event Approvals:</b>	<b>Supervisor/Building Principal Approval</b> <input type="text" value="Select"/>
	<b>Professional Learning Supervisor Approval</b>
	<b>Assistant Superintendent Approval</b>
	<b>Finance Office</b>

5.) After the professional development event, be sure to send a "[Check Request Form](#)" along with any detailed receipts for reimbursement to SBO, Attention: Jean Rae Hulstine. Additionally, if anything was paid for using a division credit card, please submit those receipts to the person whose card was used. *For example*, if the Professional Learning Supervisor reserved a hotel room using a division credit card, you will need to send the final receipt for the hotel to the Prof Learning Supervisor after the completion of your stay.