

# BLADEN COUNTY SCHOOLS

## INSTRUCTIONS FOR THE REQUEST OF STAFF DEVELOPMENT ACTIVITIES

### **PRIOR TO ATTENDING ACTIVITY**

1. \_Complete the “**PRIOR APPROVAL REQUEST FOR STAFF DEVELOPMENT ACTIVITIES**” form **before** you attend the activity.
2. \_Attach an In-House Invoice for registration and an In-House Invoice for the hotel if these items need to be pre-paid.
3. \_Make sure you have all signatures for the approval and submit to the Curriculum Department at the District Office.
4. \_Once received by the Curriculum Department and approved, the In-House Invoices will be forwarded to Finance for payment of pre-paid items.
5. \_The approved copy will be sent back to you for your records.

### **ONCE ACTIVITY IS COMPLETE:**

1. Once you have completed the activity, you will complete the “**FINAL REIMBURSEMENT REQUEST FOR STAFF DEVELOPMENT ACTIVITIES**” form within 30 days of completion of the activity.
2. You must submit a copy of the event agenda and hotel receipt with the “FINAL REIMBURSEMENT REQUEST FOR STAFF DEVELOPMENT” form in order to receive travel reimbursement. Also, attach any other receipts needed for reimbursement.
3. Once you have all signatures for approval, submit to finance to receive the final reimbursement.
4. Submit a grade report or a “Certificate of Credit” to Human Resource Department when you return to receive CEU’s for the activity.