

Guidelines for Professional Development Forms

Prior to submission:

- 1) Go online and complete the PD Request and Reimbursement Form:
 - a. www.sccboe.org | Services | Human Resources
- 2) Forms must be submitted to Superintendent for approval in a timely manner:
 - a. IN-STATE: at least 1 week prior to leaving for conference
 - b. OUT-STATE: at least 1 month prior to leaving for conference (board approval)
- 3) PD requires the following documentation to be submitted with the PD form for approval:
 - a. Date
 - b. Name of Person
 - c. Destination
 - d. Business Purpose
 - e. Conference agenda or schedule
 - f. Actual cost of lodgings (must use board credit card for reservations unless prior approval and signature from Superintendent) (see GSA website for rates by destination and print this form)
- 4) Mileage:
 - a. Utilizing MapQuest, actual mileage from home and work to the conference location must be printed and submitted with the PD form
- 5) Meals:
 - a. No reimbursement for meals for trips of less than 6 hours in duration
 - b. \$15.00 will be paid for a day trip of 6-12 hours in duration
 - c. \$25.00 will be paid for a day trip of 12+ hours in duration
 - d. Overnight:
 - i. See [GSA website](#) for rates by destination
 - ii. These rates should be submitted with the PD form

After return from conference:

- 1) Documentation required for final reimbursement
 - a. Conference agenda or schedule or certificate of attendance
 - b. Hotel/Accommodations receipt with GSA printout for destination
 - c. MapQuest Printouts for home and work
 - d. Tolls and Parking receipts (if applicable)
 - e. Completion of the prior Superintendent approved PD form for actual expenses
 - f. Submit to Supervisor for signature
- 2) All of the above must be submitted within 30 days of returning from conference in order to be reimbursed

**FAILURE TO FOLLOW THE ABOVE GUIDELINES MAY RESULT IN A
REQUEST BEING DENIED OR THE EMPLOYEE BEING REQUIRED TO PAY
OWN EXPENSES**

ST. CLAIR COUNTY BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT REQUEST AND REIMBURSEMENT FORM

FORMS SHOULD BE COMPLETED AND SUBMITTED AT LEAST 10 DAYS PRIOR TO CONFERENCE WITH APPROPRIATE LITERATURE REGARDING CONFERENCE ATTACHED (REGISTRATION FORM, BROCHURE, ETC. THE PROFESSIONAL LEAVE PART (TOP HALFOF FORM) MUST BE SUBMITTED WITH ORIGINAL SIGNATURES ALONG WITH PAYROLL. KEEP A COPY TO USE WHEN SUBMITTING THE EXPENSE PORTION.

EMPLOYEE NAME		HOME STREET ADDRESS		SCHOOL BASE/LOCATION	
TITLE OF CONFERENCE		CONFERENCE ADDRESS		DATES OF CONFERENCE _____ TO _____	
DATES AWAY FROM WORK INCLUDING TRAVEL TIME _____ TO _____	PERSONAL CAR <input type="checkbox"/> CARPOOL <input type="checkbox"/> AIRPLANE <input type="checkbox"/>	MODE OF TRAVEL <input type="checkbox"/> WITH WHOM: _____ <input type="checkbox"/>		SUBSTITUTE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
				FUND SOURCE: _____	

ESTIMATED EXPENSES:		FUND SOURCE: _____	
REGISTRATION	\$ _____	_____	EMPLOYEE'S SIGNATURE _____
ACCOMODATIONS	\$ _____	_____	DATE _____
MEALS	\$ _____	_____	PRINCIPAL'S/SUPERVISOR'S SIGNATURE _____
TRAVEL # MILES _____ @ _____ /MILE	\$ _____	_____	
AIRFARE (COACH)	\$ _____	_____	COORDINATOR'S/DIRECTOR'S SIGNATURE _____
PARKING	\$ _____	_____	
TAXI/BUS	\$ _____	_____	SUPERINTENDENT'S SIGNATURE _____
OTHER (SPECIFY)	\$ _____	_____	
ESTIMATED TOTAL	\$ _____	_____	

REIMBURSEMENT REQUEST TO BE FILLED OUT AFTER PROFESSIONAL DEVELOPMENT HAS BEEN COMPLETED.

ORIGINAL FORM SHOULD BE SUBMITTED AS SOON AS POSSIBLE FOLLOWING YOUR RETURN. THE FOLLOWING SHOULD BE ATTACHED: ORIGINAL RECEIPTS FOR REGISTRATION FEES, LODGING, PARKING, OTHER EXPENSES (SPECIFY), AND A COPY OF THE CONFERENCE AGENDA AND/OR A CERTIFICATE OF PARTICIPATION MUST ALSO BE ATTACHED. IF AIRFARE IS REQUESTED, YOU MUST ATTACH A COPY OF THE BOARDING PASS AND/OR TICKET WITH YOUR NAME LISTED ON IT.

ACTUAL EXPENSES:

REGISTRATION	\$ _____	AIRFARE (COACH)	\$ _____
ACCOMODATIONS	\$ _____	PARKING	\$ _____
MEALS	\$ _____	TAXI/BUS	\$ _____
# MILES _____ @ _____ /MILE	\$ _____	OTHER (SPECIFY)	\$ _____
			ACTUAL EXPENSE TOTAL \$ _____

ROUNDRIP MILEAGE _____ X # OF ROUND TRIPS _____ = TOTAL MILEAGE _____

MILEAGE WILL BE VERIFIED WITH MAPQUEST. PLEASE ATTACH A COPY OF MAPQUEST SHOWING MILEAGE FOR THIS TRIP.

REIMBURSEMENT TOTAL | \$ _____

I HEREBY CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF EXPENSES INCURRED BY ME IN THE PERFORMANCE OF OFFICIAL DUTIES FOR THE ST. CLAIR COUNTY BOARD OF EDUCATION.

Per Diem Rates from GSA website must be attached for your travel destination

_____	EMPLOYEE'S SIGNATURE	_____	DATE
_____	PRINCIPAL'S/SUPERVISOR'S SIGNATURE	_____	DATE
_____	COORDINATOR'S SIGNATURE	_____	DATE

M&IE Total (1)	First & Last Day of Travel (2)
\$55	\$41.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.75
\$76	\$57.00

1. This table lists the full daily amount board employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. This column lists the amount board employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

TRAVEL EXPENSE POLICY

The Board authorizes the reimbursement of professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel, which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall not exceed travel and per diem authorized by the Board. Prior approval for all travel shall be obtained before any travel expenses may be incurred. Travel expense policies include reimbursements paid from all funds, including state, federal, and local school funds. All travel reimbursements must be approved by a supervisor. Under no circumstance can any employee approve their own travel reimbursement. Reimbursement requests for unauthorized travel may be denied and the employee could be required to use leave for any day missed.

Automobile Mileage Expenses

Board approved travel is generally defined as transportation on system business more than one's normal commute. Travel includes commute from home or normal place of employment to another destination and return to home or normal place of employment. Local travel will be paid from worksite to worksite only. Commuting mileage between the employee's residence and worksite is not allowable mileage for reimbursement purposes. All mileage will be paid at the current per-mile rate (at the time of travel) set by the IRS. All mileage will be based on MapQuest and a copy of MapQuest must be submitted with travel expense/reimbursement requests for verification of mileage.

The rate of reimbursement for mileage covers all fuel, maintenance, insurance, transportation, and operating costs. Fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately for use of privately owned vehicles. Damage to a privately owned vehicle used for board business is covered by the individuals' private insurance, costs for which are also included in the mileage reimbursement. The board does not assume responsibility for deductibles or other uninsured loss to the vehicle.

Travel In/Out of State

Travel expenses incurred to send employees to attend a required educational workshop within the state are an allowable cost. Reimbursement will be limited to only those costs that are considered reasonable. Any expenditure deemed unreasonable may be disallowed. Travel that is necessary and that is directly related to the operation of the St. Clair County Schools will be an allowable cost for reimbursement purposes pursuant to the following provisions.

Automobile Mileage Expenses

Automobile mileage will be paid as per the policy stated above for in/out of state travel. Allowable mileage will be to/from home or worksite (whichever is less) to the meeting site for day trips, or conference site for overnight trip. Vicinity miles (miles driven other than from home/worksite to conference/workshop destination) are NOT an allowable expense. All mileage will be based on MapQuest and a copy of MapQuest must be submitted with travel expense/reimbursement requests for verification of mileage.

Tolls and Parking Fees

Tolls and reasonable parking charges will be reimbursed. Receipts must be attached to the reimbursement request in order to receive reimbursement.

Meal Per-Diem Rates

Meal Per-Diem Rates are as follows:

Day Trips

1. No reimbursement for meals will be paid for a trip of less than 6 hours in duration.
2. A per diem rate of \$15.00 will be paid for a day trip of 6-12 hours in duration.
3. A per diem rate of \$25.00 will be paid for a day trip of 12 or more hours in duration.

Overnight Trips

Employees in travel status (travel requiring an overnight stay) on School business are reimbursed up to the per diem rate as referenced on the [US Government General Services Administration \(GSA\)](#) website for travel related meal expenses for their travel destination. Receipts are not required (under any circumstances) for reimbursement of travel meals using per diem rates.

The M&IE rates include:

- Meals, non-alcoholic drinks, tax & tip
- Incidentals – e.g., baggage carries, bellhops and hotel maids

First & Last day of travel:

First and last days of travel will be reimbursed at 75% of the per diem.

Departure day – the day you leave your home or office.

Return day – the day you return to your home or office.

Employees are expected to NOT purposely delay their departure or return in order to qualify for unnecessary meal costs. As a traveler you will be in travel status when you are away from both your official station and official residence. Normally this is outside the town, city or vicinity limits of where you work or live. Being in travel status does not mean you are entitled to receive per diem.

Lodging

Travel which requires an overnight stay must have prior approval of the immediate supervisor and be documented by a Professional Development Travel Request Form which includes the following:

1. Date
2. Name of Person
3. Destination
4. Business Purpose
5. Conference agenda or schedule
6. Actual cost of lodgings (must be supported by a detailed invoice).

Fifty Mile Rule

To be eligible for lodging reimbursement, your temporary duty station (travel destination) must be more than 50 miles from both your official worksite and your residence, using the most direct route when calculated on MapQuest. The fifty mile rule is used to determine whether lodging will be part of your travel plans.

Exceptions to the Fifty Mile Rule are as follows:

1. The official board business requires the traveler to arrive early in the morning or late at night for back-to-back events. The amount of time between close of business on the first day and the start of business on the second day must be 11 hours or less (based on 3 hours personal time and 8 hours of sleep).
2. The health and safety of the traveler will be compromised (ie. hazardous weather or travel conditions).
3. It is more economical to the school system.

Travelers are expected to choose lodging that meets the traveler's schedule and business needs. Receipts are required for all lodging.

Non-Conference – Departments will reimburse travelers for actual expenses up to 150% of the lodging rate for the destination city, as referenced on the [US Government General Services Administration \(GSA\)](https://www.gsa.gov/portal/category/100120) website for domestic lodging. This amount includes taxes. A copy of the per diem rates listed on the GSA website, <https://www.gsa.gov/portal/category/100120> must be attached to your Professional Development Form.

Conference – The lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference. A printout of the conference rate from the conference site must be attached to the professional development Form for this rate to be used. If no information with the conference rate is attached, the non-conference rate will be used. In cases where conference facilities are completely booked, or the traveler decides to stay at an alternate facility, travelers should obtain lodging based on the non-conference guidelines provided above.

Employees are required to use the school system purchasing cards for all lodging except in the case of an emergency. A copy of the cancelled check or personal credit card payment must be submitted with the reimbursement request as documentation for payment. In addition, an explanation must be provided as to why the board purchase card could not be used to pay for the lodging.

Only lodging expenses for approved travel days related to board business can be charged to a board purchasing card. Extra days of lodging before and/or after approved travel days for business must be paid by employee. Extra days of lodging expenses must not be charged to a board purchase card under any circumstance.

Lodging receipts charged to a board purchasing card should be forwarded to Donna Washington at the central office annex within 3 days after return from your trip. A copy of the approved Professional Development form and proof of the conference lodging rate or the GSA lodging rate (whichever rate was used) must be submitted with your credit card receipt. Employees should retain a copy of any lodging receipts forwarded to Donna Washington to be attached for documentation on travel reimbursement requests.

Reimbursement requests should be submitted within 30 days after completion of the trip unless instructed otherwise.

Out of State Travel Expenses

Policies that apply to out of state travel are as follows:

1. Costs of travel to out of state conventions or association meeting will be limited to those reasonable costs incurred by an employee. Reimbursement will be considered only for employees of the St. Clair County Schools whose attendance will benefit the operation of the St. Clair County Schools. The employee must submit documentation to verify that the travel is related to the St. Clair County Schools. Such evidence may be: (a) seminar registration receipts, (b) continuing education certificates, or (c) similar documentation. If verification cannot be made, reimbursement will not be allowed.
2. All out of state travel must be board approved prior to departure.
3. Travel expenses will be limited to the ordinary and necessary costs of transportation, food, lodgings, and required registration costs.
4. Whenever out of state travel could be accomplished at a lower cost by utilizing air travel, reimbursement will be limited to the costs which would have been incurred if such air travel had been utilized at the costs normally incident to such air travel (meals, lodgings, etc.).
5. No travel expenses of a non-business nature will be reimbursed.
6. Rental of an automobile will only be reimbursed when the Superintendent has given written approval prior to departure on the trip.

Travel Expense Reimbursements

The faculty or staff supervisor is responsible for reviewing the expense reimbursement request for compliance with policy and for submission of proper reimbursement documentation. Supervisors are required to review expenditures, and in cases where there is reason to believe the expenditures may be inappropriate or extravagant, to withhold reimbursement. Program Directors and central office administrative offices also review reimbursements and may question expenditures at any time.

Each school is responsible for ensuring that personnel properly implement and administer this policy.

The ultimate responsibility for the review and approval of transactions lies with the school/department. Accounts Payable (AP), upon receipt of the completed reimbursement request form will verify that it has been signed by the traveler and the traveler's supervisor and approved by all required approvers. AP verifies that any attached Expense Policy Exception Request has been signed by the Supervisor and Superintendent or his/her designee. If the reimbursement request does not contain proper signatures and exceptions are not accompanied by an Expense Policy Exception Request, the reimbursement request will be returned to the school/department for revision. AP will, at its discretion, review expenses for reasonableness and compliance with policies and guidelines. Items that are not returned by AP should not be construed as acceptance for future practice. AP does reserve the right to seek additional information when deemed warranted. If the expense contains a charge that is not

allowable, the reimbursement request will be returned to the school/department for revision. Reimbursement will not be made until all required revisions have been made.

Employee and Supervisor signatures on reimbursement requests verify that all charges are reasonable and accurate.

Website Address for Travel Policy

The Travel Policy is located on the St. Clair County Board of Education website
<http://www.sccboe.org/>

Contacts

Policy Guidelines

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Payments, Refunds & Reimbursements

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