



PORTLAND PUBLIC SCHOOLS

Accounts Payable

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GUIDELINES FOR USE OF PROFESSIONAL DEVELOPMENT FUNDS

PPS is, above all, an institution of learning. To support the continued development of PPS employees in support of student education, employees may be allotted professional development funds*. The professional development must be consistent with District goals and have a pedagogical purpose related to the employee's role.

- The Professional Development cycle is August 1-July 31.
- Local travel or online opportunities only require the approval of the immediate supervisor if within a 100-mile radius of Portland.
- If travel is outside the 100-mile radius, the request will require approval from a Senior Director OR other Senior Leadership, including international travel.
- For some employee groups funds may be used for registration costs for conferences, workshops, seminars, site visitations, and for travel costs, if the activity is outside a 100-mile radius of Portland.
- Proof of course attendance/completion must be submitted to Accounts Payable within 30 calendar days of the employee's return date.
- An employee may not be reimbursed and / or may be required to repay expenses if any of these situations apply:
 - The employee does not complete the course
 - The employee fails to submit proof of attendance/completion within 30 calendar days
 - The pre-travel/training authorization form is incomplete
 - The training/travel does not align with District goals
 - The pre-travel/training authorization form is not submitted and approved by all parties prior to the training/travel

PLEASE NOTE: Professional Development is managed by Human Resources. Any reimbursement requests involving credits, PRAXIS or ORELA exams must still be sent to Human Resources. If you are in doubt, please contact Human Resources at hrprofessionalgrowth@pps.net for clarification.

*Professional Development (Professional Growth or Career Development) Funds vary depending on the employee group. Check the relevant labor agreement and PD Funds [Website](#) for more information on amounts provided and the time frame.

Process to Apply for Professional Development Funds

Pre-Trip

- ☐ Employees are encouraged to verify their travel funds available for use prior to completing a district-paid pre-travel request. If employees are not aware of their balance, they should reach out to Accounts Payable for employee reimbursement support to confirm they both qualify for and have an available balance of travel benefits. Complete a Pre-Travel/Training Authorization form with estimated costs and all *appropriate* signatures.
- ☐ The completed form should be submitted at least 4-6 weeks before the conference/workshop. You will not be reimbursed without pre-approval of a completed Pre-Travel/Training Authorization form, with all of the required information.
- ☐ Attach a brochure describing the conference/workshop.
- ☐ The completed [Pre-Travel/Training Authorization form](#) and supporting documents should be sent to Accounts Payable at traveldesk@pps.net.
- ☐ Meal per diem is allowed for conferences with overnight travel only. This information can be found at: <http://www.pps.net/Page/2917>. Day of Travel per diem will be paid per the IRS schedule for travel days. Meals provided as part of the registration fee will be subtracted from the daily meal per diem based on the specific meal rate as published by the IRS.
- ☐ Mileage reimbursements approved for travel will consist of mileage from your primary work site or your home, whichever is closer to your event. In the event an employee works a hybrid schedule, their primary work site remains their district work site location when measuring mileage distances.
- ☐ If you need to book/modify airfare and/or lodging you may either:
 - ☐ Call CTM (Corporate Travel Management) at 1-877-564-1095 and speak with an agent. Identify yourself as a PPS employee. They can assist you with setting up a profile and booking your flight
 - ☐ Visit the CTM website at <https://bit.ly/3Lg4HGE> and book your own flight and lodging. If you do not already have a sign on, you will need to click on the register a profile button and fill in the required information. You will receive an email with your login and temporary password.
- ☐ After you select your flight, the request will be forwarded to the Accounts Payable who will approve your purchase based on your Pre-Travel form. Accounts Payable will process the request within one business day. Once approved you will receive an email with your ticket information.
 - ☐ Do not book flights after 3:00 pm on Fridays, all day Saturday or Sunday before noon. No one will be in the PPS office to approve and you will lose your reservation.
- ☐ Airfare will be charged to the PPS account and you do not need a credit card. If you book lodging you will need to use a PPS PCard or a personal credit card.
- ☐ Rental cars can be booked with CTM and are paid for when turning in your vehicle. You will need a PPS PCard or personal credit card. Rental cars require prior authorization in order to use a PPS PCard or to be reimbursed.
- ☐ Travel advances will not be issued for per diem and mileage. No subsequent advance will be issued to an employee with an outstanding, unreconciled and/or past due balance from a previously completed travel advance unless approved in writing by the Manager of Accounts Payable.

NOTE: When using a personal credit card, reimbursement is made after the trip is completed and a Travel Training Reimbursement form is submitted to Accounts Payable..

Post-Trip

- ☐ The [Travel/Training Expense Reimbursement Request](#) must be submitted to Accounts Payable within **30 days** after your return.
- ☐ Attach the following documents to your Reimbursement Request:
 - Certificate of attendance.
 - Receipts such as registration fees and travel expenses. Receipts must show method of payment and no balance due.
 - Do not include receipts for meals. Per Diem payments do not require reconciliation or receipts.

If you have additional questions please contact Accounts Payable at traveldesk@pps.net or visit the Accounts Payable Department website, [Travel Resources](#).

Frequently Asked Questions

1. **Do I need pre-approval?** Yes. You must complete a Pre-Travel/Training Authorization prior to any travel/training event.
2. **How do I find out how much Professional Development Funds I have available?** Please contact Accounts Payable- by email at traveldesk@pps.net. You should keep track of your expenses.
3. **If I find a cheaper airfare rate elsewhere, can I pay it myself and get reimbursed?** Yes, however reimbursement for airfare purchased on your own is done only after the trip has taken place.
4. **How soon can I book my flight?** As soon as you receive the approval email from Accounts Payable. However, while CTM is available to assist you 24/7, please do not book flights after 3:00 pm on Fridays, all day Saturday or Sunday before noon. No one will be in the PPS office to approve and you will lose your reservation.
5. **What if my trip comes up unexpectedly?** Submit your completed paperwork as soon as possible, and the Accounts Payable team will do their best to ensure your travel request is processed in time.
6. **How much money can I have advanced?** You may request to have up to one hundred dollars (\$100) advanced to you, within your available funds and based on the expenses included in your Pre-Travel/Training Authorization, except for what the District has already prepaid on your behalf. A travel advance will not be issued for per diem and mileage.
7. **What is the Per Diem rate?** Meal per diem is allowed for travel requiring an overnight stay only. The rate is based on Federal guidelines. This information can be found at: <http://www.pps.net/Page/2917> These guidelines include rates for the day of travel. Meals provided as part of the registration fee will be subtracted from the daily meal per diem.
8. **What is the mileage rate?** The rate is based on the IRS mileage rate. The current mileage can be found at: <http://www.pps.net/Page/2914>
9. **How should I submit my travel and training authorization or expense report?** Please email Accounts Payable at traveldesk@pps.net. Incomplete submissions will be returned unprocessed.
10. **If materials are purchased through a conference/seminar, who has ownership?** The District has ownership of the materials. Any materials purchased in this manner should be relinquished to the District if you are no longer employed by PPS. This includes iPads obtained as part of a class.
11. **What should I submit with my Travel/Training Expense Reimbursement Request?** Be sure to submit proof of payment and proof of attendance with your reimbursement request for processing. Submit all receipts associated with your travel, except for any meal and fuel receipts. Proof of attendance could be a certificate, name badge, or email acknowledgement from organization. Please email the Accounts Payable team with any questions at traveldesk@pps.net.
12. **What if I have lost a receipt or was never given one?** Due diligence must be done to try and secure a receipt. Vendors such as Hotels are often able to re-create an invoice for you. Expenses with no receipt will not be reimbursed.

13. **What qualifies as proof of payment?** A paid receipt, or zero balance invoice with proof of payment showing the credit card last 4-digits, are acceptable examples. For completed coursework, a statement from the college showing payment can also be submitted.