

O'FALLON TOWNSHIP HIGH SCHOOL DISTRICT 203

PROFESSIONAL DEVELOPMENT REQUEST PROCEDURES

This document is a guide for professional development requests and reimbursement procedures. Please read this document before requesting to ensure that request paperwork is accurate and to ensure that you return with proper documentation for reimbursement.

PROFESSIONAL DEVELOPMENT REQUESTS

Follow these steps to request to attend professional development events:

1. Share the professional development conference/event with your Department Chair. If approved, complete the Professional Development Request Form.
2. Do not pay for any registration or travel before administration approves the request.
3. Include supporting documentation with your Professional Development Request Form. Supporting documentation must include:
 - A description of the event provided by the host that includes title, date, location, time, registration cost, and description/agenda.
 - Any documentation to support cost estimates for travel (hotel, flights, cabs, etc)
4. Share your Professional Development Request Form with your Department Chair for their approval and signature.
5. Submit your Professional Development Request Form to Sara Lebert or Ethan Graham in the District Office.
6. Once approved by Administration, your completed request form will be returned to you by email by Sara Lebert.
7. After approval, you can make registration and travel payments.

NON-APPROVED PROVIDER PROFESSIONAL DEVELOPMENT HOURS

Some agencies that host professional development are not approved to issue Professional Development Hours in Illinois, including all out-of-state hosts.

OTHS can issue PD Hours for these events if they meet the requirements set by the Illinois State Board of Education for professional development.

Follow these steps to request PD hours from OTHS for a non-approved provider.

1. Complete the Non-Approved Provider Professional Development Request Form. This form requires additional information for the PD to be approved for PD Hours.
2. Submit the completed form along with the completed Professional Development Request Form to Sara Lebert or Ethan Graham in the District Office.
3. After the event, request a Professional Development Evaluation Form and an Evidence of Completion Form from Sara Lebert.
4. Enter the information on the Evidence of Completion Form into your ELIS account.

PROFESSIONAL DEVELOPMENT HOURS FOR GRADUATE COURSEWORK

Illinois colleges and universities with teacher preparation programs are approved professional development providers. You can enter courses completed into your ELIS account and select the college/university as the provider.

1 Credit Hour = 15 PD Hours

Follow these steps if your graduate coursework is from a non-approved provider:

1. Complete the OTHS Graduate Level Course Approval Form and submit it to the Superintendent for approval.
2. After approval, complete the Non-Approved Provider Professional Development Form and submit it to Sara Lebert or Ethan Graham in the District Office along with a copy of the approved Graduate Level Course Approval Form.
3. After completing the course, request a Professional Development Evaluation Form and an Evidence of Completion Form from Sara Lebert.
4. Send Sara Lebert a copy of your unofficial transcript for the course.
5. Enter the information on the Evidence of Completion Form into your ELIS account.

EXPENSE REIMBURSEMENT

General Reimbursement Information:

- All receipts submitted for reimbursement must be itemized and show proof of payment. All items must be listed with the cost for each. A credit card confirmation receipt without items listed is not adequate for reimbursement.
- Reimbursement for expenses paid in advance of the professional development event (registration, flights, etc.) can be reimbursed before the event.
- If you do not attend an event after receiving advance reimbursement the district will require the money to be returned.

Meal Reimbursement Information:

- The per diem rate for meals is \$15 for a half day (up to 12 hours) and \$30 for a full day (12-24 hours).
- Meal receipts submitted for reimbursement must not include alcoholic beverages.
- Meal receipt tips are eligible for reimbursement up to 20%.
- Each individual should submit their own receipts for meal reimbursement. Multiple people should not be on the same receipt.
- Write the date and type of meal on the receipt.

Mileage Reimbursement Information:

- A Google Maps printout that calculates mileage is required for mileage reimbursement. If travel originates from home on a school day, calculate mileage from home to destination and school to destination. The claimable mileage for reimbursement is the lesser of the mileage calculations.
- Advance approval is required to claim mileage.
- If a school vehicle is available, and you do not take it, you will not be eligible to claim mileage.

Follow these steps to receive reimbursement:

1. Complete the Expense Reimbursement Form.
2. Attach all itemized receipts and a copy of your approved PD Request Form.
3. Submit the Expense Reimbursement Form and attached information to Sara Lebert or Ethan Graham in the District Office.
4. Allow processing time for reimbursement. Checks are typically issued every Wednesday for Expense Reimbursement Forms received before 3:00pm on Tuesday.