

FEDERAL PROGRAMS PROFESSIONAL DEVELOPMENT REQUEST FORM

THIS FORM MUST BE SUBMITTED AND APPROVED PRIOR TO THE ACTIVITY. PLEASE READ THE IMPORTANT GUIDELINES ON SECOND PAGE.

This is a fillable form, which is to be filled out online. Funds requested are automatically calculated.

Incomplete forms can result in failure to meet deadlines. Printed information describing the event (including the name of the PD, location & dates must accompany this request in addition to a copy of the hotel information and preferred flight information if applicable. You will be notified of approval/denial by e-mail.

Name: _____ School/Dept.: _____ Grade/Position: _____

Email Address: _____ School Phone: _____ Cell Phone: _____

Title of Professional Development Activity: _____

Date(s) of Activity _____ Location of Activity (city, state) _____

Briefly describe how this activity will contribute toward meeting personal growth, district goals, and/or objectives of the Federal program:

Funding Source, select one:

Please email Lee Ann with any dietary or mobility restrictions.

FUNDING REQUEST	FUNDS REQUESTED	Federal Programs Office Use
REGISTRATION FEE (If not requesting registration, please enter 0) Registration will be made and paid for by Title I office unless otherwise noted. Please send registration information.		
AIRFARE (If not requesting, please enter 0) Enter estimated amounts. Tickets will be purchased by Federal Programs office unless otherwise notified. <i>Departure Date: _____ Approximate Departure time needed: _____</i> <i>Return Date: _____ Approximate Return time needed: _____</i> A copy of your Missouri REAL ID License or Passport is required with this form. Please include in your email your Known Traveler ID and/or Frequent Flyer #'s.		
72.5 cents per mile (as of 1/1/26) Total Mileage: two-way trip = _____ miles X .725 per mile Sharing ride with: _____	0.00	
LODGING (If not requesting lodging, please enter 0) Hotel Name _____ Room rate _____ Arrival Date _____ Departure Date _____ # of nights _____ Rooming with: _____	0.00	
MEALS (If not requesting meals, please enter 0) See GUIDELINES for further information.		
SUBSTITUTE (If not requesting, please enter 0) # of days _____ x Sub rate 120.00 _____ Date(s) Substitute Needed: _____ Substitute is to be secured by participate through PenMac AFTER approval.	0.00	
MISC (If not requesting, enter 0) Car Rental, Parking, Baggage Fee, Shuttle/Taxi Other: _____		
_____ Total Funds Requested: Employee Signature & Employee ID #	\$ 0.00	
_____ Principal/Supervisor	_____ Federal Programs Coordinator	
_____ DATE	_____ Date	

Guidelines for Federal Programs Professional Development Activity

The funds used to support this activity are federal dollars dedicated for Federal Program purposes. The approval process and guidelines for reimbursement may vary from other funding sources. Approval for requests for professional development will be based upon the alignment with prioritized federal program goals or personnel needs and available funds. Please carefully read all guidelines below.

ALLOWABLE EXPENSES:

District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE) [Board Policy DLCA].

All expenses that you wish a federal program to pay, **must be requested and approved in advance on the above form.** Whether paid in advance or reimbursed. Your total reimbursement approved generally will not exceed the total approved on this form. Exceptions may occur when more than one person attends an activity and changes in arrangements, e.g. who drove or paid for the room, etc. occur. In these cases, flexibility in reimbursements may occur within the total amounts approved for all participants.

1. The following general guidelines are used to determine approved amounts:
 - a. **Meals:** Employees will be reimbursed the cost of the meal(s) as long as the total expense (including tip and tax) does not exceed the Per Diem Rate as set by the General Services Administration. Per Diem Rates can be at www.gsa.gov. Reimbursements will exclude alcohol beverages. Tips are not to exceed 20%.
 - b. **Lodging:** Generally lodging is reimbursed at a double occupancy rate. Unless otherwise notified, the appropriate Federal Program office is responsible for lodging reservations and payment.
 - c. **Mileage:** Current mileage reimbursement is .70 cents per mile. This rate usually changes January 1st.
 - i. You will need to submit a copy from Google Maps or similar site showing your route
 - ii. When more than one staff attends an activity, it is expected they will share rides when possible.
 - d. **Registration:** Generally registration is made by the appropriate Federal Program office. You will be notified if it is necessary for you to make your own arrangements.
2. **Substitute:** If a sub is needed, the expenses will be paid for by the appropriate Federal Program office, if requested on this form. However, once your PD has been approved, you must make arrangements through the appropriate substitute services system and through the normal procedures for your school.

TRAVEL EXPENSE REIMBURSEMENT FORM:

All persons traveling at the district's expense are expected to use good judgement, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges. The district is tax exempt and will not pay Missouri sales tax or use tax to any vendor or reimburse an employee or Board member for Missouri Sales or Use Tax except for meals. [Board Policy DLCA]. Requests for reimbursements which are received more than 30 days after the activity may not be approved by the Federal Program office. Incomplete forms or lack of receipts will be returned to you and could result in delayed payments. The Travel Expense Reimbursement Form and the following must be submitted for reimbursement:

- a. **Agenda:** A copy of the event agenda indicating date and place.
- b. **Detailed, itemized receipts** for all out of pocket expenses including:
 - i. **Rental Car, taxis, shuttles, parking, tolls**
 - ii. **Registration & Lodging:** If you had to pay for these items yourself, you must submit a detailed receipt showing payment.
 - iii. **Miscellaneous** (baggage fees, etc):
 - iv. **Meals:**
 1. You will not be reimbursed provided at the conference.
 2. Snacks are not an allowable expense.
 3. Meals are not paid for local professional development activities.
 4. Meals may not exceed the Per Diem Rate as set by the General Services Administration. Per Diem Rates can be found at www.gsa.gov. Reimbursements will exclude alcohol beverages. Tip is not to exceed 20%.
 - v. **Mileage:** Indicate the total miles driven on the reimbursement form.
 1. A Map-Quest (or similar) printout indicating the distance traveled must be attached to the Travel Reimbursement Form for out of district travel. Starting origin should be your assigned work building.
 2. If you only request mileage one way, you will only be reimbursed for mileage one way.
 3. Mileage is not paid for local professional development activities or for miles driven to the Springfield airport.

You will be expected, if requested, to present at a future in-service based on the activity content.

For more information on District Travel Procedures, visit the Travel section on the Finance website.