

OUT OF DISTRICT PROFESSIONAL DEVELOPMENT REQUEST FLOWCHART

Complete an Out of District PD Request at www.sccsd.org. If a staff member is requesting District Payment or Reimbursement for Professional Development, mark "YES" and include all pertinent information such as registration, mileage, parking, meals (for overnight stay only), lodging and/or airfare. *If the PD Activity will be paid for with Special Education funds, please mark the appropriate box.

Once an Out of District PD Request that is marked for the School District to pay or reimburse for Professional Development expenses is approved, the person making the request must complete a Purchase Order form with all pertinent information such as registration, mileage, parking, meals (for overnight stay only), lodging and/or airfare. Please attach your Out of District PD Approval Form to the Purchase Order and send it to the immediate supervisor for his/her signature. The supervisor will forward the Purchase Order to the Central Office for approval.

Once the staff member receives an approved Purchase Order signed by his/her supervisor and the appropriate central office personnel, he/she may register for the conference. The staff member may also make the necessary arrangements prior to the PD activity such as hotel, travel (car/rental/airfare), etc.

Upon returning from the PD activity, each staff member will be responsible for completing a request for Reimbursement Form (downloaded @ www.sccsd.org/staff_development/staffdevelopment.htm). Only original itemized receipts that have been initialed in blue ink by the person requesting reimbursement can be used as documentation to reimburse for PD expenses. On the Reimbursement Form include the original Purchase Order number. Have the immediate supervisor sign the Reimbursement Form. The immediate supervisor will forward the Reimbursement Form to the Central Office for processing. Each person is responsible for his/her expenses. DO NOT pay for another person's meal. Alcohol and tips cannot be reimbursed. Auditors require original itemized receipts be turned in for all expenses accrued by the district. All receipts need to be turned in within two weeks after the PD activity.

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A staff member will have 14 days to enter his/her documentation to have the professional development hours added to his/her account. The staff member will have to provide written documentation to their immediate supervisor before the professional development hours can be approved to be added to his/her account.