



Belgrade Schools Leave / PD Procedure

Professional Leave may be granted by the district for training that supports the district's professional development or strategic plan goals.

Checklist for requesting travel leave:

_____ Fill out Professional Development Travel/Leave Request Form completely (including Expenses Requested section)

Reimbursement Amounts as of 1/1/2017

Mileage: \$0.535 per mile (mileage will only be reimbursed if a district vehicle is not available and you have requested to use your personal vehicle. Prior approval is required.)

Per Diem amounts In-state Travel: Breakfast \$5, Lunch \$6, Dinner \$12

Per Diem amounts Out of State Travel: Breakfast \$11, Lunch \$12, Dinner \$23

Note: If a meal is provided (at hotel or conference) you will not be paid Per Diem for that meal.

_____ Far in advance, receive permission from your administrator to attend training. **Administrator must sign the completed Travel/Leave District Form.**

_____ Turn in Travel/Leave Form to the Curriculum Secretary, Nicole Grafel, in the Administration Office. She will need to know whether she needs to register you for the conference or set up hotels, etc. If you choose to make your own plans, please email Nicole to request a PO number prior to registering or making other arrangements.

Please note: payments made from personal accounts **will not** be reimbursed without prior approval from your supervisor.

_____ For Reimbursement include the following with the Travel Form:

- a. Name of driver(s)
- b. Lodging information (if applicable)
- c. An agenda or conference flyer / meal information

_____ Enter absence: Certified Staff-enter leave in AESOP to arrange a substitute. Classified Staff-contact building secretary to have a substitute arranged if one is needed.

_____ Attend the training. If attending as a group, staff **must carpool and share rooms** if they wish to request reimbursement.

_____ Following the training, send verification of attendance to the Curriculum Secretary, Nicole Grafel. Per Diem and mileage **will not** be reimbursed without proof of attendance at the conference.

_____ To prove attendance at the conference, turn in CEU's, certificate of completion, copy of agenda, copy of badge, or other official document. Please note that flight boarding passes are not considered as proof of attendance. Please turn in the documentation to Nicole Grafel. CEU's earned during Professional Leave may not be used for pay advancement, but may be used for recertification purposes.