



## Belgrade Schools Leave / PD Procedure

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*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 10/1/2018**

**Mileage:** \$0.545 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 \$13, Lunch \$14, 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, Rachel Andrews, in the Administration Office. She will need to know whether she needs to register you for the conference or set up hotels, flights, transportation, etc. **Please note:** payments made from personal accounts **will not** be reimbursed without prior approval from your supervisor.

\_\_\_\_\_ Include the following documents with the Travel Form:

- a. Name exactly as it appears on drivers license
- b. Lodging information (if applicable)
- c. An agenda or conference flyer / meal information

\_\_\_\_\_ Enter absence: Please enter leave in AESOP to arrange a substitute. Also, make sure to contact your building secretary to make them aware of the absence.

\_\_\_\_\_ Attend the training. If attending as a group, staff **must carpool and share rooms**.

\_\_\_\_\_ Following the training, send verification of attendance to the Curriculum Secretary, Rachel Andrews. 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 badge, or other official document. Please note that flight boarding passes are not considered as proof of attendance. Please turn in the documentation to Rachel Andrews. CEU's earned during Professional Leave may not be used for pay advancement, but may be used for recertification purposes.