

Washington South Supervisory Union
Northfield and Roxbury School Districts

**Professional Development
Expense and Travel
Reimbursement Procedures**

PURPOSE: The purpose of this document is to support the importance of professional development to improve student achievement and assure that professional and paraprofessional staff members broaden their knowledge and skills in order to contribute effectively to the achievement of the goals and strategies articulated by the school action plan and district goals.

Expenses for professional development activities may be reimbursed if pre-approved by the Superintendent. Only actual and necessary expenses which are incurred by the school employee and which are pre-approved may be reimbursed. Among the expenses that may be reimbursed in addition to registration and tuition are: lodging, meals, mileage (IRS rate), parking, tolls and taxis. Extra meals, entertainment, alcoholic beverages and personal expenses are not reimbursable.

Our procedures allow for prepayment for professional development courses and/or workshop activities. It is then the responsibility of the employee to provide the Business Office with a copy of the certificate of attendance or grade within the IRS required time period of 60 days. If documentation of successful completion of the prepaid professional development course or workshop has not been received within the 60 days, the Business Office will issue the employee an invoice for the cost of the course or workshop as outlined in the Master Agreements. See attached.

Professional Development Procedures:

- 1) Complete the Professional Development Request/Purchase Order Form.
- 2) Attach course/conference information.
- 3) Submit to Supervisor/Building Administrator for approval.
- 4) Submit to WSSU Office for final documentation review and confirmation of funding availability.
- 5) Final approval/disapproval by Superintendent.
- 6) Registration completed.
- 7) Workshop/Conferences: Employee is responsible for providing proof of attendance and agenda as well as all itemized, original receipts when submitting for reimbursement for approved expenses such as mileage, lodging, meals, parking, materials, etc.
- 8) Courses: Employee is responsible for providing proof of successful completion of course.