



Professional Development Application & Reimbursement Procedures

Copley-Fairlawn City Schools encourages teachers to participate in quality professional development that supports best practices in the classroom, current curriculum objectives, and teaching innovation.

Please make sure you are following the steps below to make sure that your professional development requests are properly funded and appropriately reimbursed.

Leave Request

At the earliest possible date, complete a Request to Attend Professional Meeting form making sure you have completed all information accurately.

After approval from your administrator, form will be forwarded to Assistant Superintendent for district approval.

- 1) Enter absence into AESOP
- 2) Registration – make sure a requisition is in place to fund. Include registration details with form submission. Event will determine whether this is building or district expense. Building expense – building should create requisition and record requisition number on leave form. District expense – please note on form that registration needs funded and include payment details (Does company take a PO or need a check; When is registration deadline; Who is vendor for payment). Include a hard copy of registration with your leave form.
- 3) Additional expenses:
 - a) Meals – building expense. Building should create a requisition to cover estimated meal expenses made out to the individual attending event. (*see notes at bottom regarding reimbursement details)
 - b) Lodging – reservations should be secure ahead of time. A copy of the hotel confirmation (including date(s) and room rate) should be attached to the leave form.
 - c) Travel – building expense. Include estimated mileage reimbursement in requisition made out to individual. (*see notes at bottom regarding reimbursement details)
 - d) Miscellaneous (parking, tolls, other) - (*see notes at bottom regarding reimbursement details)

When district office receives your Request to Attend Professional Meeting, it is approved (or sent back for additional details) by the Assistant Superintendent. Upon approval it is forwarded to the treasurer's office. The Treasurer's Office processes appropriate items and returns the Yellow & Gold copies to the building for distribution.

Upon your return from event, if there were expenses other than registration paid (by the building or district) the following steps should be taken.

Golden rod copy of form needs to be completed and sent to the Treasurer's Office along with items below. Under reimbursement approval box fill in the ACTUAL EXPENSE(S) amount that correspond with the Estimated amounts and sign on Employee Signature line.

Make sure to include these items with your golden rod copy:

Lodging – copy of room receipt, including daily room rate and number of days paid for.

Meals - \$25 per day limit. For reimbursement you must include an ITEMIZED receipt including the name of the restaurant, date of purchase, individual meal item(s). (Beverage or meal selections that aren't school reimbursable need to be on a separate bill.)

Mileage – include total miles to be reimbursed (IRS rate as of 1/1/2016 = .54 cents per mile; distance is from your building to training site)

Travel – will be rare, check with treasures office before incurring

Miscellaneous – Itemized receipt showing date(s) for parking fee or toll. Other items as preapproved should be listed in detail along with amount to be reimbursed.