

## **Guidelines for Approval Of Professional Travel and Reimbursement**

The following represents the *general* operating procedures of the Professional Development Committee in approval of requests for professional travel and reimbursements. The professional development committee shall approve any departure from these guidelines.

1. "Professional Travel" refers to the procedure by which certified staff of the school is authorized to be absent from his/her normal work station in order to participate in professional development activities conducted by an agency or organization other than the district.

2. It is the intention of Cassidy School to provide, within available resources, opportunities for certified staff to attend educational conferences and professional meetings that will benefit the school and instructional program. However, the Professional Development Committee has the responsibility to disapprove activities that do not directly impact that person's job performance.

3. All faculty members at Cassidy School are strongly encouraged to attend professional meetings and conferences.

4. It shall be the Subject Area Representative's responsibility to notify all faculty members of local, regional, and national meetings. This should be done in writing as soon as they become aware of these dates.

5. The attendance of conferences should be on a rotation basis as much as possible therefore giving more faculty members the opportunity to attend.

6. All certified faculty of Cassidy School are eligible to submit a request for professional travel. Activities that qualify are:

1. Representing the principal on official school business.
2. Attending a conference, convention, workshop, etc., conducted by an official educational agency or professional organization.

7. The number of staff approved for Professional Travel per conference shall be no more than two. Preference will be given for one primary, one intermediate, and/or one auxiliary staff to attend. Priority will be also be given to teachers with special responsibilities in particular areas. A third teacher may be approved if he/she pays expenses excluding the substitute.

8. Each staff member may be approved for no more than two professional travel activities during the 190-day instructional calendar. Exceptions to this limitation will be granted in the case of Block Scheduled Activities (such as Leadership Education, Commonwealth Institute for Teachers and etc.).

9. Staff members may be reimbursed for properly approved and budgeted expenditures as long as they are within established guidelines of the Board of Education.

10. Reimbursement of travel, registration, lodging, and miscellaneous expenses shall be limited to \$500.00 per person per conference. This amount does not include the cost for a substitute, should one be required.

11. Receipts are required for all expenses in excess of \$2.00. In the event of a lost receipt for which a duplicate cannot be obtained, a copy of a canceled check or a copy of a credit card charge statement may be submitted. Receipts for reimbursement must be turned in to the PD Committee within 10 days after the conference.

12. Teachers attending conferences are expected to share both materials and knowledge gained with other faculty members. Each teacher attending a conference will make a presentation to the faculty within 30 days of the conference in order to share materials and knowledge gained at the conference. Faculty attending these presentations and logging a minimum of 3 hours may be granted 3 hours flexible inservice credit. Attendance to these presentations is strongly encouraged.

13. Teachers attending district sponsored professional development shall notify the professional development committee at the same time they register for that particular session. Teachers attending other workshops or inservice sessions not sponsored or approved by Fayette County Schools that take place within Fayette County shall submit a request for approval within two weeks of the session to the Professional Development Committee. The committee will either approve or disapprove the request. Workshops and inservice sessions will be approved if they have a direct impact upon the applicant's job performance. Upon completion of the workshop or session, the applicant will submit proof of attendance (certificate, attendance list, or receipt of expenses) in order to receive professional development credit and reimbursement at the maximum of \$5.00 per hour of credit for expenses.

14. The Kentucky Department of Education will determine the minimum number of professional development hours required of each certified teacher. Each teacher will be responsible for completing those hours except in cases where illness or emergency prevents the teacher's attendance. In such cases, the teacher will be required to take sick leave or a day without pay for any

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missed hours. Any teacher who fails to complete the required number of hours will not be paid for the amount of time missed.

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