

Staff Development Procedures

If you're asked to attend a professional development activity by your supervisor, you should complete a Form SD-1 **PRIOR** to attendance. This form will serve as funding authorization for your expenses related to the event. **FAILURE TO OBTAIN PRIOR APPROVAL COULD RESULT IN REIMBURSEMENT BEING DENIED!** Please follow the procedures below to ensure you are eligible for appropriate reimbursement:

- Complete Form SD-1 at a minimum of 10 days prior to attending a training event. This should provide enough lead time for all approvals to be obtained prior to travel dates.
- Have your immediate supervisor sign the form so that they are notified that you will be out of the building on the requested date. This is for security and accountability purposes.
- Request a "Professional Leave" absence in LINQ for the time you will be out of the building. (Supervisors should not approve this leave in LINQ until an approved SD-1 is received from Lisa Groover .)
- If a substitute is required, enter an absence in AESOP in addition to the LINQ absence.
- Submit the completed form, which must include all estimated expenses and the funding source, to your school treasurer so that they can review for accuracy.
- Expenses for substitute and transportation should be entered as a dollar amount and not entered as the number of days a substitute is needed for substitute or the miles to be traveled.
- If you are requesting registration expense, please indicate on the form if a check needs to be submitted or if reimbursement will be requested upon return. If MCS will be submitting payment, all registration forms and remittances should be included with the SD-1.
- It is the responsibility of the school treasurer to forward all SD-1s to Lisa Groover, administrative assistant for Curriculum & Instruction. Lisa Groover will be responsible for forwarding all SD-1s to the appropriate directors for funding authorization.
- Once all approvals have been obtained, Lisa Groover will submit one copy to the following individuals: requestor, school treasurer and payroll.
- Within 5 days upon your return to work, you must complete an MCS Travel Reimbursement Form for out of district travel. Please complete all parts of the travel form including vendor number, which is also your employee number, and the budget code provided on the SD-1. An agenda, Google map showing the mileage being claimed and any original receipts for hotel, parking, etc. must be attached. The form must be signed by you and your supervisor and submitted to Lisa Groover.