

Out of District Continuing Education Procedures

<http://www.sccsd.org/ContinuingEducation>

Out of District Continuing Education Request Form

- Click on the link for out of district continuing education approval form
- If requesting District Payment or Reimbursement, Mark "Yes"
- Include **all** pertinent information
 - Registration
 - Mileage (.42/mile - see approved mileage chart for mileage)
 - Parking
 - Meals (Allotment is \$34/day - when requiring an overnight stay ONLY)
 - Lodging
 - Airfare
- If the CE activity will be paid for with SpEd funds, please mark the appropriate box.

Out of District Approval to Building Bookkeeper

- You will receive an approval via email
- Print the approval letter and submit it to the building bookkeeper
- The building bookkeeper will key in the information and submit it for a purchase order

Approved Purchase Order

- You will receive a copy of the approved purchase order
- Sign-out the P-Card to make necessary arrangements prior to the CE activity
 - Registration
 - Hotel Accommodations
 - Airfare
 - Car Rental
- Sign-out the P-card prior to departure for CE activity (if necessary)
- All items will be paid with the P-card, EXCEPT - Mileage and Meals.

Reimbursement Form

- Upon returning from the CE activity, each staff member will be responsible for completing a request for Reimbursement
- Form (downloaded at <http://www.sccsd.org/sccsd/StaffLinks.aspx>)
- Put the PO # on the reimbursement form.
- Only original itemized receipts that have been initialed and dated in **blue ink** by the person requesting reimbursement can be used as documentation to reimburse for CE expenses.
- Sign and submit completed form with receipts attached, to your immediate supervisor.
- Each person is responsible for his/her expenses. DO NOT pay for another person's meal. Alcohol and tips cannot be reimbursed. Auditors require original itemized receipts be turned in for all expenses accrued by the district.
- All receipts need to be turned in within two weeks after the CE activity.

Credit

- Staff member will have 14 days to enter his/her documentation to have the continuing education hours added to his/her account.
- The staff member will have to provide written documentation to their immediate supervisor before the continuing education hours can be approved to be added to his/her account.