

# Professional Development Allowable Expenses 2018-2019

To receive reimbursement of expenses and/or to receive continuing education credits (CEUs), employees are required to request prior approval to attend conferences, courses, or workshops by completing a **Prior Approval Form** in the web based system **My Learning Plan** (MLP). A link for MLP is located on the SCS webpage (<http://www.mylearningplan.com/login.asp>).

Each employee is responsible for his or her own request for reimbursement. Requests for reimbursement must be filed within thirty (30) days after the travel period ends for which the reimbursement is being requested. Turn in your certification of completion, reimbursement form, and necessary receipts to your principal.

The following schedule shall be used for reporting allowable expenses incurred while participating in pre-approved staff development activities for the **2018-2019 school year**.

	<b>In-State</b>	<b>Out-of-State</b>	
Breakfast	8.40	8.40	Receipts are <b>NOT REQUIRED</b> for meals
Lunch	11.00	11.00	
Dinner	18.90	21.60	
Lodging (Actual, up to)	71.20	84.10	Receipts <b>ARE REQUIRED</b> for lodging
Maximum Daily Total	109.50	125.10	

**Meals-Daily Travel (Overnight):** Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the employee must:

- Breakfast – depart duty station prior to 6:00 a.m.
- Lunch – depart duty station prior to 10:00 a.m. (day of departure)
- Lunch – return to duty station after 2:00 p.m. (day of return)
- Dinner – return to duty station after 8:00 p.m.

**Meals-Daily Travel (Not Overnight):** Allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for breakfast and evening meals, employees must:

- Breakfast – depart duty station prior to 6:00 a.m. and extend the normal workday for two hours.
- Dinner (evening) – return to duty station after 8:00 p.m. and extend the normal workday by three hours.
- To be eligible for both meal allowances the employee must have worked five hours longer than the normal work day.
- The travel must involve a travel destination located at least 35 miles from the employee’s regularly assigned duty station.

**Registration**

- Receipt required for reimbursement.

**Substitutes**

- Non Certified \$112.00/day
- Certified \$144.20/day

**Transportation**

- PERSONAL VEHICLE REIMBURSEMENT RATE (**if county vehicle is not available**) **.545/mile**
- NO REIMBURSEMENT IF CHOOSE TO USE OWN VEHICLE WHEN COUNTY VEHICLE IS AVAILABLE
  - Common carrier – Actual coach fare (substantiated by receipt).
  - Parking fees, tolls and storage fees are reimbursable (receipts are required).

**NOTE** According to the Office of State Budget and Management, in order to be eligible for the reimbursement for lodging, the employees must be at least 35 miles from the employee’s regularly assigned duty station. Approval by District Professional Development Director must be obtained in order to qualify for reimbursement for overnight stays. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the overnight lodging was necessary and accomplished.

