

FEDERAL FUNDS GUIDELINES: FAQ

Note: I am happy to help you complete the forms. They can be a bit confusing, so feel free to check with me if you have any questions. Using the money requires a little pre-planning, but it is well worth the effort. Thanks!

Turn in Travel Expense Report and receipts to me within 7 days of travel. Fill out the top part, sign, and I will do the rest. Thanks!

What kinds of staff development activities qualify?

1. Improving the knowledge of teachers, principals, and other educational personnel in one or more of the core academic subjects and in effective instructional teaching strategies, methods, and skill;
2. Training in effectively integrating technology into curricula and instruction;
3. Training in how to teach students with different needs, including students with disabilities or limited English proficiency, and gifted and talented students;
4. Training in methods of improving student behavior, identifying early and appropriate interventions, and involving parents more effectively in their children's education;
5. Leadership development and management training to improve the quality of principals and superintendents; and
6. Training in the use of data and assessments to improve instruction and student outcomes.

What expenses are covered for out-of-area travel?

- registration fees
- travel: transportation/parking expenses/baggage fees/car rental
- food: per diem allowance
- lodging/internet

What restrictions/procedures apply?

- Travel Authorization forms are your estimated costs for the trip and must be received by APS 5 weeks in advance of the event.
- Travel Expense Report forms must be signed and turned in to me with **all** receipts and other documentation within 7 days of your return; just fill out the top part, sign, and I will do the rest.
- Paideia will reimburse you immediately for expenses you incur prior to travel – for procedure, see the Getting Reimbursed by Paideia document in the Staff Development folder on the FirstClass Desktop or the Staff Development page on the website.

What documentation of payment do I need?

- registration fees: original receipt of registration required with your name, name of conference, and amount paid showing a zero balance
- proof of attendance: a certificate, conference badge, or other proof that you attended the event
- copy of the schedule of events at conference or workshop agenda
- travel
 - transportation/parking expenses – original receipts required
 - airfare covered up to \$500
 - baggage fees will be covered with original receipts
 - mileage allowance is 55 cents per mile; no gas or other receipts required
 - shuttle, taxis, or buses (will NOT cover tips)
 - rental cars for travel to and from event with original receipt
- lodging
 - if you share a room, each person may claim half (requires receipt for each person) or one person all of the cost (you settle up amongst yourselves)
 - APS will cover internet charges to your room
 - don't forget to include taxes of 17 - 18 % when you estimate cost
 - you **MUST** submit the ORIGINAL RECEIPT, so make a copy for yourself to give to Carrie
 - do NOT include mini bar or room service charges, etc.
- food
 - **receipts now required**
 - there is a per diem maximum; I will let you know what that is for your location