

REQUESTING FEDERAL FUNDING FOR PROFESSIONAL DEVELOPMENT

Note: All forms and instructions are available from Dorothy, from Staff Development webpage, or on FirstClass desktop

PROPOSAL FOR PROFESSIONAL DEVELOPMENT ACTIVITY

- must be made to Dorothy by e-mail or in person within 45 days of proposed travel if at all possible
- must include name, dates, and content of event and projected costs

TIMETABLE FOR REQUESTING AND RECEIVING FUNDING

- **TRAVEL AUTHORIZATION ACTIVATION FORM:** **BEFORE** you leave (45 days)
 - Complete and turn in to Dorothy 45 days prior to the event
 - Determine approximate airfare, shuttle/taxi, lodging and registration expenses and record on form; see instructions and allowable expenses below
- **TRAVEL AND EXPENSE REPORT:** **AFTER** you return (within 7 days)
 - Fill out the **top** portion of report form, **SIGN**, and give to Dorothy; *Dorothy will complete the rest of the form*
 - Provide
 - ORIGINALS OF ALL RECEIPTS including ITEMIZED food receipts
 - PROOF OF ATTENDANCE (certificate of completion and/or name badge)
 - Copy of SCHEDULE or AGENDA of conference
 - AIRPLANE BOARDING PASSES

EXPENSE GUIDELINES FOR EDUCATIONAL TRAVEL (Out-of-Town)

- ALLOWABLE TRAVEL EXPENSES
 - Registration fees: **There is an \$800 maximum cap for all registrations.**
 - Food: Payments are based on the GSA designated amounts less the Incidental Expenses (IE). Please see the FY 12 Per Diem Rates chart for more information. To claim breakfast, traveler must leave residence before 6:30 am. To claim dinner, traveler must arrive at residence after 7:30 pm.
 - Mileage Rate: \$.50 per mile for transportation by car. Odometer readings are required for all mileage reported. **If a traveler drives to a location versus utilizing an airline for travel, justification may be required for one way mileage exceeding 300 miles.**
 - Lodging: the per night rate including all taxes and fees **must not exceed \$250.00**
 - Ground Transportation: All transportation must be requested on the Travel Authorization Activation Form. Ground transportation includes cab/shuttle services to and from the airport and travel site.
 - Airline: Coach airfare and **must not exceed \$500**. Exceptions must be pre-approved by APS.
 - Airport Parking: Days must not exceed the number of approved travel days.
 - Baggage Fees: 1 bag per traveler. Oversize or overweight charges are not covered.
 - Rental Cars: Must be pre-approved and justified.
- UNALLOWABLE TRAVEL EXPENSES
 - Membership dues
 - Tips/Gratuities
 - Internet fees and personal telephone calls
 - Meals for meetings within Fulton County or within 50 miles of the school
 - Excessive expenditures that exceed the amount allowed
 - Unapproved purchases or miscellaneous items
 - Excess baggage fees/ticket change fees
 - Unauthorized car rentals and fuel
 - Room service and hotel movie fees
 - Alcoholic beverages
 - Items considered incidentals
 - Travel agency fees including Expedia or other on-line agencies

EXPENSE GUIDELINES FOR LOCAL EVENT

- ALLOWABLE EXPENSES include only
 - Registration
 - Parking
- All other instructions and documentation required as above

Additional notes

- Please check your hotel bill carefully to be sure you deduct any charges that are not covered under room rate & taxes.
- Estimate travel expenses on the Travel Authorization Activation Form very carefully. Requests for additional expenses not included on the form may not be approved.
- Any miscellaneous purchases of instructional materials will need to be reimbursed out of your class budget.

Please **do not** write amounts on the Travel and Expense Report form.
Just give me the RECEIPTS and SIGNED form, and I will do the rest 😊