

PROFESSIONAL EXPENSE REIMBURSEMENT APPLICATION

Date _____

APPLICANT NAME _____

DIVISION and SUBJECT AREA _____

PURPOSE OF REQUEST _____

DATE(S) OF PROGRAM, WORKSHOP/CONVENTION _____

The funds will be allocated based on the following priorities and in the order listed:

- **Building initiatives and goals;**
 - **Goal #1: Closing the Achievement Gap**
 - **Goal #2: Increase student success rate**
 - **Goal #3: Increase AP Enrollment**

- **District initiatives and goals;**
 - **Goal #1: Closing the Achievement Gap**
 - **Goal #2: Increase student success rate**
 - **Goal #3: Increase AP Enrollment**

- **Curriculum development;**
- **Instruction/pedagogy;**
- **Content areas;**
- **Co-Curricular.**

List the priority your request is based upon: _____

1. Please explain how your request is specifically tied to the above listed priority.

2. Requested funds are for: (check one)

_____ Individual professional expenses (dues, does not include Association Dues, membership, resource materials, teaching aides, etc.)

_____ Workshop/Convention/Conference

3. How will you use, and/or share information gained from attendance at a workshop/convention/conference or from your professional expenditure?

4. How much money are you requesting? _____

APPLICANT SIGNATURE _____

SUPERVISOR/DIVISION HEAD SIGNATURE _____

RETURN TO ROB HARTWIG

Associate Principal Signature of Approval: _____

Date: _____

PROFESSIONAL DEVELOPMENT FUND PDF

The PDF Committee is charged with assisting all staff members in meeting professional expenses from funds given to the principal for this purpose, according to the cumulative agreement. The committee will use the following guidelines to disperse the funds fairly among all eligible staff.

1. Reimbursement for professional expenses will be contingent upon purpose of request and availability of funds.
2. All original receipts and/or canceled checks must be submitted to Rob Hartwig.
3. Applicants will receive reimbursable funds via Central Administration office (Note: Turn around time may be at least four weeks).

ELIGIBILITY

Any non-administrative, certified staff member at Buffalo Grove High School may apply. Please remember to apply for reimbursement **NO LATER THAN TEN DAYS AFTER YOU HAVE ATTENDED THE ACTIVITY.**

CATEGORIES

- I. **Conference/Workshop** – related to teaching field, building goals, or district goals
 - A. Must be pre-approved by Division Head
 - B. \$250 may be applied to cover expenses for memberships and dues to professional organizations (excluding Association Dues).
- II. **Athletic Clinics** – Must be pre-approved by Assistant Principal for Student Activities and Division Head.

PROGRAM GUIDELINES

1. Funds will be administered by the Building PDF committee. Members for the **2009-2010** school year are Rick Carlson, Ronna Dec, Teresa Deal, Teri Janus, Mike Myslinski, Brian Vander Ark, Beth Wells, Rob Hartwig and Sue Carley.
2. The building committee will be responsible for the distribution of the building allocations. The funds will be allocated based on the following priorities and in the order
 - Building initiatives and goals;
 - District initiatives and goals;
 - Curriculum development;
 - Instruction/pedagogy;
 - Content areas;
 - Co-Curricular.

REIMBURSEMENT PROCEDURE

1. Pick up a reimbursement packet from the faculty lounge. **All expenses must be pre-approved by your Division Head or Assistant Principal for Student Activities.**
2. **Complete and return:**
 - a. Application Form (instructions on reverse side)
 - b. Expense Reimbursement Claim Form (full size green)
 - Name
 - Date
 - Description
 - Requested by: Your signature
 - Approved by: Supervisor's signature
 - c. Be sure to include all original receipts
 - d. **PRE-APPROVAL NECESSARY FOR ALL REQUESTS.** Once approved, complete a Travel Approval and Advance Expense Form and return it to Rob Hartwig before you incur any expenses. NOTE: The district will pay airfare **or** mileage, whichever is less. Trips outside the 48 contiguous states **will not** be approved. Your Division Head/Supervisor must sign pre-approval forms before they are processed. Reimbursements will not be processed if activity was not pre approved.

PDFC will not approve items that appear on this list or other items that do not meet PDFC criteria:

VCRs, DVD players, TV sets, copiers, scanners, rain gear, donations, meals, supplies, subscriptions OUT OF

STATE VS LOCAL CONFERENCES

Out of state conferences will be approved **only** when there are no local opportunities available

REMINDER:

When lodging is shared, the total cost of the lodging **MUST** be divided by the number of people sharing the room **AND** must be paid separately.