

Unit A and Unit B Application and Course Reimbursement Criteria

Professional Development Application Criteria	
Applications	Principals must sign and approve application requests.
	Goldenrod Forms must be submitted after application is approved to reflect approved expenditures.
In-State Mileage (Per Auditor)	In-State mileage is predetermined.
	Calculate mileage using the in-state mileage chart.
	Mileage Chart is posted on the District Website under the Staff Development link.
Out-of-State Mileage (Per Auditor)	Applicants must complete two MapQuest searches to determine lowest mileage for traveling to training/workshop: <ol style="list-style-type: none"> 1. Search home to the training/workshop location. 2. Search your school to the training/workshop location. The lowest mileage should be recorded and MapQuest search should be submitted with the application.
	No reimbursement for travel beyond the Northeast Region. Northeast Region Includes: (CT, MA, ME, NH, NJ, NY, RI, VT).
	Mileage will not be reimbursed for a training/workshop with mileage under 50 miles round trip.
Tolls	Tolls must be calculated and placed on the application or funds will not be reimbursed.
	In-State Tolls use the Mass DOT 1-90 Toll Calculator.
	Out-of-State Tolls – Estimate expenses anticipated and put amount on the application.
	Statements/receipts for toll use must be submitted for reimbursement.
Lodging	Reimbursement not to exceed \$250.00 per night.
	Prior night lodging will be reimbursed for a conference/training with a start time of 8:00 am and travel distance of 75 miles or greater.
	No reimbursement for lodging on the day a conference ends.
	Book reservations directly with hotel: No third party vendor (Expedia/Travelocity, etc.) will be reimbursed if used to book lodging reservations.
Travel	No reimbursement for airfare or rental car.
	Travel requiring a bus or train will be reimbursed if approved.
	Parking: Not to exceed \$40.00 per day.
	Shuttles/Taxis/Ubbers: No reimbursement.
Meals	No reimbursement for meals included in a training/workshop registration.
	Original itemized meal receipts must be provided in order to process full reimbursement.
	No reimbursement for alcoholic beverages.
	No meal receipts: Reimbursements will follow City of Westfield Guidelines: Breakfast \$4.00, Lunch \$7.00, Dinner \$15.00
	Tip reimbursement not to exceed 15%
Expense Vouchers	No expenses will be reimbursed without a signed expense voucher.
	The following documentation must be submitted with expense voucher: <ul style="list-style-type: none"> • Documentation/announcement with date, time, location/address and name of presenter. • Full agenda detailing start and end times with location of event and street address. • Copy of registration form, email confirmation, flyer with date time location, cost of event, and certificate of attendance. If registered online, a copy of the registration prior to submitting it. • If paid by credit card – a copy of the credit card statement must be included (black out account number and other activities). • Cash Payment: Original itemized hotel receipts stating paid in full. • Credit Card Payments: A copy of the credit card statement must be provided. • Original itemized restaurant/store receipts for meals. Do not highlight or tape any receipts.
	All expense forms be submitted within 90 days of completion of training/workshop or no reimbursement will be processed.
	All expense vouchers must be submitted by June 1st in order to be processed before June 30th at the end of the fiscal year.
	Expense vouchers submitted after July 1st for expenses will not be reimbursed.

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Course Reimbursement Criteria	
Tuition	Up to \$600.00 for tuition only – Course fees or books do not qualify for reimbursement.
	Additional round(s) for tuition reimbursement requests will be determined by the PD Committee pending funds.
Registration	Save all documentation for reimbursement: Members must submit proof of registration.
	There must be a start date somewhere on your documentation.
	If you are registering online – print a copy of your registration before you submit it!
Grades	A final grade documented as a passing grade of <i>B</i> or <i>higher</i> .
Expense Vouchers	No expenses can be reimbursed without a signed expense voucher.
	Copy of the registration and transcript must be submitted.
	Transcript (official or unofficial) must have school logo or school letterhead.
	Receipt of payment with a copy of the credit card statement or posted check.
	Must be submitted within 90 days of completion of the course or no reimbursement will be processed.
	All expense vouchers must be submitted by June 1st in order to be processed before June 30th at the end of the fiscal year.
Expense vouchers submitted after July 1st for expenses will not be reimbursed.	



Please contact Laura Surprise in the Office of Assessment & Accountability at 642-9320 or l.surprise@schoolsofwestfield.org for all questions regarding Unit A and Unit B Professional Development