

A&S
PROFESSIONAL DEVELOPMENT FUND

Guidelines:

1. According to the Master Agreement: “there shall be a fund equal to \$250.00 times the number of employees in the unit”. A professional development approval committee will be established each year with representation from each level.
2. There is a limit of one workshop or conference **every two years** with a **maximum** reimbursement of \$1500.00. If expenses incurred are higher than the requested amount, the member will be responsible for either paying out of pocket, or using another source of funding.
3. Applications are submitted to Sarah Weaver, Curriculum & Instruction Department. Funds will be approved in two phases. 50% of funds will be reserved for phase one and 50 % of funds will be reserved for phase two.
 - Phase One: Applications for conferences scheduled between July 1 and October 30 must be submitted between May 1 and August 1.
 - Phase Two: Applications for conferences scheduled between November 1 and June 30 must be submitted between August 15 and November 15.
4. Approvals will be made based on the established order of priority.

Priority for Using the Professional Development Fund:

- a. Member with no prior use of funds.
- b. Member who did not use funds the previous 2 years.
- c. Member presenting at a national or state conference.
- d. Member who used less than \$300 the previous year.
- e. If funds remain after November 15, all members are eligible to apply.

Please note – the Professional Development Fund is not the only source of funds for A&S members to attend conferences. Funds may also be available from the member’s cost center or other sources.

5. Approved funds may be used for conference registration fees, transportation, lodging, meals, and miscellaneous costs (tips, parking, etc.). Itemized receipts must be submitted for transportation, lodging, miscellaneous and registration fees. Meal allowances of \$45 per day will be paid in advance if requested. Members should adhere to the travel guidelines outlined in the CCPS policy book (GEN 46.1).

Procedure for Requesting Funds:

1. Complete a Professional Development Fund Request Form, sign it and have it signed by your immediate supervisor. Provide a copy of the agenda, and completed registration form, and submit to **Sarah Weaver, Curriculum & Instruction Department.**
2. If the request has been approved the form will be forwarded for the remaining necessary signatures. Once all signatures are completed, copies will be distributed to appropriate offices and individuals.
3. If the request is denied, a copy of the form will be returned to the member and to finance. The original will be retained in the A&S records.
4. **Conference Registration:** *Once approved*, the member can register for the conference, and fees may be paid with your procurement card. Whenever possible, the CCPS procurement card should be used to pay for expenses. Remember you must use your tax exemption number as required.
5. A separate check request for the meal allowance must be submitted to Sarah Weaver. A check for the full meal allowance will be issued **2 weeks** prior to the conference.
6. If expenses have been charged to a procurement card then it is necessary for the credit card journal form to be submitted to Sarah Weaver for payment authorization.
 - Note: Only the requested amount will be eligible for reimbursement. If the actual amount spent exceeds the requested amount, the difference will not be eligible for reimbursement. Members will be responsible for paying for the difference out of pocket, or from another funding source. If the actual amount is less than the requested amount, the difference will be returned to the fund.