

PROCEDURES FOR SUBMITTING FORMS FOR PROFESSIONAL DEVELOPMENT AND RELATED TRAVEL

- Step 1:** Attendees will complete **Professional Development Course/Travel Authorization Form** and **Purchase Request** form(s) for Registration Fees and Lodging (Hotel). ***These forms must be completed even if PD credit hours will not be received.*** Funding Source and Account Code must be printed on both forms before being submitted. If this information is omitted, the forms will be returned to sender and this will delay the approval and purchase order process. These forms must also be approved by the Principal or Program Director before submission. To receive credit in the EPD system, Professional Development Authorization forms and evidence of attendance must be submitted, even if travel is not required.
- Step 2:** Principal or Program Director will submit the approved **Professional Development Course/Travel Authorization form and Purchase Request forms** to **Kim Creekmore at 606-549-7008** or email to **kim.creekmore@whitley.kyschools.us**. The Professional Development Course/Travel Authorization Form and the Purchase Request Form will then be sent to Paula Trickett for approval. After review and approval by Paula Trickett, the Purchase Request Form will be sent to Finance. Finance will process the purchase order(s) and these will be sent to the Office Manager at each school or your Department Supervisor. The Professional Development Course/Travel Authorization Form will be returned to Kim Creekmore and she will input scheduled PD into the EPD system.
- Step 3:** **After receiving Purchase Order(s) from Finance**, the attendee will register for conference, make any necessary hotel reservations, and reserve the Board credit card. To reserve the Board credit card, please contact the Finance Department. You may reserve a board vehicle, if needed, by contacting Angie Griffith at ext. 2011.
- Step 4:** Pick up credit card for lodging from the Finance Office before departing. If a vehicle has been reserved, you should contact Angie Griffith for instructions on vehicle pickup.
- Step 5:** After you have returned from your trip, you should turn in a completed **Credit Card Use Report** with all receipts attached. Both the report and the receipts should have you and your supervisor's signature. This should be submitted to the Finance Department ASAP along with the credit card.
- Step 6:** If you will be requesting reimbursement for mileage and/or meals, you will also need to complete a Travel Reimbursement Form. A copy of your hotel receipt should be attached to this form to document your meal allowance. Mileage will be paid at the current rate. This form will need to be signed by both you and your Principal or Supervisor.
- Step 7:** To receive Professional Development credit, attendee must send Kim Creekmore evidence of participation in the PD. This may be a Certificate of Attendance by the PD Provider or a sign-in sheet submitted by the principal. This data will be input into the EPD system for each employee as PD attended. Employees required to complete leadership hours must provide the EILA number on the attendance form.

All travel must be pre-approved, so please follow these guidelines when traveling out of district for any reason. Travel is not officially approved until funding is obtained and you receive a Purchase Order from Finance. All forms are available on our District website.