

Professional Expense Reimbursement Guidelines

1. The Cumulative Agreement allocates funds to JHHS for the professional activities of non-administrative staff members.
2. A Professional Expense Reimbursement Committee (PERC), consisting of an Associate Principal, and teachers as needed, will administer the available funds.
3. Professional Expense Reimbursement Funds are allocated to each District 214 building to provide for the professional development needs of its non-administrative certified staff. These funds are to be used for professional development activities, such as attendance at workshops, conferences, or training, and/or for the purchase of professional development materials such as memberships in professional organizations, subscriptions to professional journals, or publications directly related to professional development.
4. **All professional expenses must be pre-approved with a Professional Expense Pre-Approval Form** (located in the mailroom). If a substitute will be needed for a professional absence, this must be indicated on the pre-approval form. Also, parking and/or transportation expenses must be included. After approval, all PERC purchases will be generated through a purchase order. Please submit the purchase/conference details to Heather Kinsella in the Main Office, and she will generate a requisition. **If a purchase is made without this procedure, reimbursement may be denied.** Please see the reverse for sample lists of allowable purchases as well as those that will not be reimbursed. If a staff member is uncertain about the status of an item, he/she should contact Ron Kiolbassa for clarification.
5. Requests for professional expense must be submitted no later than April 15th of each school year.
6. All trips require a Professional Expense Pre-Approval Form and a Travel Approval and Advance Expense Request form prior to a requisition. A travel request must be made at least 10-30 days prior to departure date. Arrangement for lodging, transportation, and registration must not be made prior to the completion of the Travel Approval form.
7. The Professional Expense Reimbursement Committee will review requests if necessary. PERC will determine the amount of reimbursement, based upon the formula outlined above. Requests will be reviewed on a first-come-first-served basis. Note that certain building curricular initiatives may be given priority in funding. **A repeat in attendance for national conferences will not necessarily be given priority.**
8. Travel allowances will be granted according to District 214 guidelines. Reimbursement for travel in private automobiles will be limited to reimbursement for documented mileage at the current mileage rate.
9. Coaches or directors/sponsors of interscholastic activities who are full time certified JHHS staff members will be reimbursed for attending state contests in sports or activities in which they coach, but in which their students are not participating, at the discretion of the Professional Expense Reimbursement Committee.

Sample items that qualify for Professional Expense Reimbursement

Please note that the examples listed below are not intended to be an exhaustive list of professional expenses that will qualify for reimbursement, but rather to provide JHHS faculty with guidelines. If you are uncertain about a specific item, please contact Ron Kiolbassa before you make your purchase.

1. Membership in a professional, research, or scholarly organization such as ASCD, AERA, NASW, NSDC, ASCA, NCTM, NCTE, or ACTFL.
2. Subscription to a professional, research, or scholarly journal such as *Educational Leadership*, *American Educational Research Journal*, *School Psychology Review*, *Mathematics Teacher*, or *English Journal*.
3. A book/workbook/video/DVD directly related to educational theory, research, pedagogy, curriculum, instructional method, or assessment. Such materials are commonly available through organizational publishers such as ASCD, NCTM, NCTE and other professional organizations. In addition, texts that address content taught in JHHS courses, and which therefore are connected to the professional development of the instructor may qualify for reimbursement. Again, please see Ron Kiolbassa with questions.

Sample items that do NOT QUALIFY for Professional Expense Reimbursement

Please note that the examples listed below are not intended to be an exhaustive list of expenses ineligible for reimbursement, but rather to provide JHHS faculty with guidelines. If you are uncertain about a specific item, please contact Ron Kiolbassa before you make your purchase.

1. Food or meals
2. Office supplies
3. **Classroom** sets of textbooks, supplemental texts, or reference works
4. Books, maps, or other instructional materials not directly connected to classroom instruction
5. Prizes, gifts, cards, or incentive items for students
6. Athletic clothing, gear, or equipment, even for use in coaching
7. Classroom and/or instructional supplies, furniture, or decorative items
8. Computer hardware, software, or peripherals including portable hard drives, classroom sets, or calculators for students, or IPAD accessories
9. General interest books, magazines, newspapers, DVD's etc. for personal or student use

· Faculty members are strongly encouraged to communicate with their Division Head or a JHHS administrator regarding the purchase of items that will be used in the preparation/delivery of classroom instruction; generally these should be departmental/school expenses.