



## Procedures for Professional Learning Leave

### IN ACCORDANCE WITH CURRENT SUMTER COUNTY SCHOOLS TRAVEL REGULATIONS, THE FOLLOWING GUIDELINES ARE PROVIDED:

- ✚ **Requisitioner** completes the form describing the reason for the trip, travel destination, round trip mileage, time and date of departure at least before the early bird registration deadline or 15 days prior to the date of the planned trip.
- ✚ **Requisitioner** attaches completed registration form and agenda to professional leave form. Attach all information needed to make registration arrangements.
- ✚ **Requisitioner** inserts the number of days/dates that a substitute will be required. **Requisitioner** signs as the originator.
- ✚ **Requisitioner/originator completes prior approval form and attaches completed form to request.**
- ✚ **Requisitioner** forwards the form to the Supervisor/Principal's office for approval. The Principal or designee arranges to schedule for a Substitute Teacher.
- ✚ **Supervisor/Principal/Director** forwards approved form to Director of Professional Learning at least 15 days prior to the date of the planned trip.
- ✚ **Director of Professional Learning** confirms procurement of funding with funding sources by generating signatures from Program Directors (Special Education, Federal Programs, CTAE). Principals will need to ensure event/funding of professional learning is aligned to school keys in school improvement plans (SIP) and professional learning plans (PLP).
- ✚ **Director of funding source** will verify the funding expenditure is allowable and funds are available.
- ✚ **Director of funding source** will forward to accounts payable when needed.

## Travel Reimbursement Procedures

1. All expenses incurred as a part of an approved activity should be reported and documented within a month of completing the professional learning activity.
2. Travel expenses must be reported on Form DE-0059 – Georgia Department of Education Employee Expense Statement. **Requisitioner** completes travel reimbursement form listing expenses incurred after attending event or completion of trip.
  - a. Agenda of the PL event **must be attached** to the expense form.

- b. Registration Fees: A copy of the registration form and/or program/event agenda is **required**.
  - c. Lodging: The hotel receipt is **required for reimbursement**.
3. The current reimbursement rate for mileage is \$.58 per mile. Actual odometer readings and tag number (license plate) are required.
4. Meal limits for in-state travel are \$28.00 per day: \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner. The meal rate for the metro Atlanta, Augusta, Brunswick and Savannah is \$36.00 per day: \$7.00 for breakfast, \$9.00 for lunch and \$20.00 for dinner. Cost of meals which normally would be eaten before departure or after return from travel status will not be allowed. Even when there is no overnight travel, the noon meal can be allowed if the noon meal is an integral part of the scheduled meeting. In order to be an integral part of a scheduled meeting, a panel discussion, or other similar presentation, the individual must be an official representative of the local unit of administration, and the superintendent, or RESA director, must approve the payment of the noon meal. Reimbursement may be claimed whenever the noon meal is part of the required fee or is included in the cost of a luncheon ticket which is required for a participant to attend a required meeting. Reimbursement will not be allowed for breakfast unless the individual departs his/her home or official headquarters prior to 6:30 a.m. A person will not be reimbursed for the evening meal unless he/she arrives at home or his/her official headquarters after 7:30 p.m., or provided the employee was away from home on the work assignment for more than 13 hours. The noon meal is not reimbursable except when:
- a. The meal is an integral part of a conference or a scheduled meeting at which the employee is representing the local educational agency.
  - b. The employee is traveling prior to 6:30 a.m. and returns after 7:30 p.m.
  - c. The employee is away from home or headquarters on a work assignment for more than 13 hours.

The noon meal is always reimbursable if the employee leaves home or headquarters before 11:00 a.m. for an overnight trip or comes back to the home or headquarters after 1:00 p.m. from an overnight trip.

5. The initial point of departure to determine mileage reimbursement will be the employee's place of residence or headquarters, whichever is nearer to the destination point during the employee's normal work week. The actual departure point may be used for night, weekend, or holiday departures.
5. If traveling out-of-state, discuss expense limits with the Director of Professional Learning.
6. Commercial Transportation/Misc. Travel – original receipts must be attached to reimbursement form. Self-parking should be the only option. Internet services for work purposes will be reimbursed if event does not provide free access. Valet parking will **not be reimbursed**.
7. An amendment to O.C.G.A. 18-13-51 provides that no county or municipal excise tax shall be levied on the fees or charges for lodging, or accommodations furnished for a period of one or more days for use by Georgia state or government officials or employees when traveling on official business.  
**YOU MUST CLAIM THIS EXEMPTION WHEN MAKING RESERVATIONS OR WHEN REGISTERING FOR LODGING.** A copy of this amendment is attached.
8. Unless alternative arrangements are made, personnel are to make their own lodging reservations. The maximum is \$70.00 per person. When lodging is shared (for example, 2 persons per room), each person is to pay his/her part of the lodging expense. Ask the motel/hotel to prepare separate invoices, one for each person, to reflect the individual payments.

9. Return completed expense statement, along with any required receipts, to the Director of Professional Learning.

- ✚ **Director of Professional Learning will sign completed travel reimbursement forms and forward to applicable Director for funding verification.**
- ✚ **Expense/Reimbursement checks are prepared twice per month. All expense statement must be completed correctly prior to the 15<sup>th</sup> and 30<sup>th</sup> of each month. Send all expense statements 10 days prior to the 15<sup>th</sup> or 30<sup>th</sup> of each month.**
- ✚ **All telephone inquiries regarding travel reimbursement need to be directed to the building principal. Principals will address issues with Director of Professional Learning.**

***NOTE:*** Director of Professional Learning procures superintendent's signature (or designee) throughout the entire leave request process.