

CARTHAGE ELEMENTARY SCHOOL DISTRICT #317

REQUEST FOR REIMBURSEMENT: CONFERENCE

6.4 Professional Training/Tuition Reimbursement

Professional Training

- The maximum total amount to be used by teachers for tuition reimbursement and professional training or educational conferences will be \$20,000 per year for the life of this contract.
- Each teacher may use up to \$700 per year from this total amount on a first come, first serve basis based on the date of the approved request.
- There will be no carryover of these funds.
- One professional development opportunity per person will be allowed in excess of the \$700 limit, up to \$2000, per one time in three years with administrative approval. A maximum of five teachers may utilize this opportunity within a single contract year. Such administrative decisions are not grievable.
- Professional leave may be granted at the rate of two (2) paid days per school year for the purpose of attending professional training or educational conferences. Such leave shall be available for each unit member cumulative to four (4) days. Each request shall be considered on a case-by-case basis and granted or denied at the discretion of the principal based on the best interests of the program. Eligible expenditures include room, meals, travel, fees and costs of any materials required for such approved training or conferences.
- Upon request, registration fees may be pre-paid by the District for approved professional training or educational conferences. Teachers will provide evidence of attendance at the pre-paid conference. If a teacher does not attend a prepaid conference, he/she must reimburse the district the applicable registration fees.

Tuition Reimbursement

- Horizontal advancement will be granted in accordance with the terms in 8.4.
- Tuition reimbursement shall have prior approval of the superintendent as described in 8.4.
- The board shall reimburse the teacher upon the teacher providing evidence of the successful completion of the course. A teacher who receives tuition reimbursement will be required to complete one month of continued employment for each semester hour reimbursed. This requirement will begin when each class is completed. A reduction in force removes this obligation.

No more than one professional leave day may be used for leave related to an extra duty assignment.

Teacher's Name _____

Title of Conference _____

Date(s) of Conference _____ Location of Conference _____

APPROVED COVERED EXPENSES (Please attach all applicable receipts)

Registration Fees _____

Mileage _____ (Please attach mileage reimbursement form)

Meals _____ (Itemized receipts are required)

Lodging _____

Misc. Expenses _____ (Itemized receipts are required)
(Please be specific: toll, parking, etc.)

Total Expenses _____

Account Number***

***To be completed by principal (or indicate account name, especially if this is to be charged to a grant.)

APPROVED FOR PAYMENT BY:

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____