

## Certificated Administrator Professional Development Funds

### Processing Instructions

Certificated Administrators are provided funds for Professional Development. The guidelines for the funds can be found in your Collective Bargaining Agreement, Article VI, Section 6.1 to 6.3. Employees should review these sections prior to making a request. The Collective Bargaining Agreement can be found by following this [link](#)

To submit a claim for Professional Development Funds, the following steps must be taken:

- Complete Prior Approval for use of Professional Development Funds form (fillable form found at this [Link](#)).
- If you are traveling or registering for a conference, you must also complete a Travel Prior Approval that you can obtain from the District Accounting Department (these are not available online because they are numeric). Please note that District Travel policies will be followed for all requests and prior approval by the Board will be obtained when required. The District travel policy should be reviewed prior to considering travel at this link: [District procedure 6213P](#).
- All amounts must be pre-approved before activity takes places or expenditure is completed.
- Attach copies of conference, membership forms or supporting documentation.
- Give the completed form(s) to your immediate supervisor for approval.
- Send all completed forms (Prior approval for Professional Growth Funds and Travel Prior Approval) and supporting documentation to Human Resources for approval.
- A scanned copy of the approval form will be returned to the employee and original documentation will go to Accounting for those requests involving conferences and travel.
- After receiving form back, employee completes expenditure following district and department guidelines. If travel is involved, the Accounting Department will send you information on using the District Travel Agency for Airlines and other guidelines.
- Expense claim should come to HR once completed for final approval. This includes: Credit Card purchases, expense claims and travel, and receipts where required.