

Professional Development (PD) Document Checklist Revised 5-7-23MA

Event Title:	Start/End date:	MPS Travel Guidelines Link
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Approval

<input type="checkbox"/> PD Plan (All newly added events will be considered for approval that have activity dates 30 days from when the plan is submitted) <input type="checkbox"/> Date of PD <input type="checkbox"/> Name/Description of PD <input type="checkbox"/> Estimated Cost of PD <i>*Must be consistent w/ approval</i>	<input type="checkbox"/> Preapproval Request Form (Must be submitted 30 days prior to the event occurring) <input type="checkbox"/> Date of PD <input type="checkbox"/> Name/Description of PD <input type="checkbox"/> Estimated Cost of PD <i>*Must be consistent w/ approval</i>	<input type="checkbox"/> Title PD Catalog <input type="checkbox"/> Catalog number <i>*Must be consistent w/ approval</i>
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Type of PD

<input type="checkbox"/> Workshop/Training/Coaching	<input type="checkbox"/> Conference (1 day not allowed)	<input type="checkbox"/> Coursework
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Items needed for reimbursement (Always submit a W-9 form when seeking reimbursement)

<p>Proof of payment (registration):</p> <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown (last 4 digits of card) And <input type="checkbox"/> Copy of personal credit card w/ name and (last 4 digits match card used on invoice) Or <input type="checkbox"/> Copy of personal checking account w/deducted amount And <input type="checkbox"/> Copy of front and back of processed personal check <i>*Note: Title cannot reimburse a private school or business account.</i>	<p>Proof of payment (registration):</p> <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown (last 4 digits of card) And <input type="checkbox"/> Copy of personal credit card w/ name and (last 4 digits match card used on invoice) Or <input type="checkbox"/> Copy of personal checking account w/deducted amount And <input type="checkbox"/> Copy of front and back of processed personal check <i>*Note: Title cannot reimburse a private school or business account.</i>	<p>Proof of payment (course):</p> <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown (last 4 digits of card) And <input type="checkbox"/> Copy of personal credit card w/ name and (last 4 digits match card used on invoice) Or <input type="checkbox"/> Copy of personal checking account w/deducted amount And <input type="checkbox"/> Copy of front and back of processed personal check <i>*Note: Title cannot reimburse a private school or business account.</i>
<p>Proof of attendance:</p> <input type="checkbox"/> Sign in sheet/s w/start time & end time Or <input type="checkbox"/> Time sheet/s And <input type="checkbox"/> Evaluation/surveys	<p>Proof of attendance:</p> <input type="checkbox"/> Certificate of completion And / Or <input type="checkbox"/> Copy of nametag (if certificate is not available for conference) And <input type="checkbox"/> Copy of conference schedule/agenda And <input type="checkbox"/> Proof of secular workshop participation (if religious conference)	<p>Proof of attendance:</p> <input type="checkbox"/> Grade report from institution/college (B or higher for staff) <input type="checkbox"/> Grade report from institution/college (C or higher for students) Or <input type="checkbox"/> Unofficial institution/college transcript
<p>Additional items:</p> <input type="checkbox"/> Stipend invoice detailing each teacher's hours, pay per hour, total pay (outside normal work hours) <input type="checkbox"/> Detailed/Specific coaching or mentoring summary sheet filled out <i>*Note: Administrators cannot receive stipends: that includes principal, AP's, directors, board member, etc.</i>	<p>Additional items for travel (if applicable):</p> <input type="checkbox"/> Parking receipt <input type="checkbox"/> Taxi receipt (to and from airport/hotel only) <input type="checkbox"/> Zero balance hotel receipt with proof of payment <input type="checkbox"/> Proof of payment of airline ticket w/deduction shown <input type="checkbox"/> Boarding passes/ Itinerary <input type="checkbox"/> Luggage check receipt (1 bag limit)	<p><i>*Note: Flights should be booked 30 days prior to travel. Flights booked less than 30 days will not be reimbursed at the full amount.</i> <i>*Note: Teachers cannot receive both a stipend and credits for taking a course.</i></p>

Review Checklist

<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete (not ready to submit for reimbursement)
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