

Lebanon School District

**Professional Development
Reimbursement Rates
2009-2010**

The guidelines for the reimbursement of expenses for this year follow the professional agreements between the LEA and the LSB, and the LSS and the LSB. Reimbursement for all staff with a Professional Development Plan in place still **requires submission of the professional development forms, along with proof of payment and activity completion.**

Process for workshop reimbursement

1. The LEA agreement sets the allotment amount available for conference fees, transportation, meals, and/or lodging at \$500, and the following rates apply:
Rates for reimbursement:
 - A. Room: \$100.00 per night
 - B. Total meals per day: \$25.00 (Original itemized receipt and not credit card receipt required. Alcohol is not reimbursable according to federal regulations.)
 - C. Mileage at district rate: \$.53 per mile.
 - D. Process:
 - a. Pre-approval via submission of forms through your building pd process. This includes not only approval from the pd committee, but also from your principal. Your work must align with your PDP.
 - b. When your workshop is completed, fill out the staff development forms, including the *workshop* reimbursement form, and **attach** along with proof of payment and a copy of proof of attendance.
2. The LSS agreement sets the allotment amounts available for course reimbursement and workshop expenses at \$350. Any remaining funds in the line will be disbursed to those not previously fully reimbursed after June 1.
The same process and rates above apply.

**Graduate course reimbursement on next page.

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Process for graduate course reimbursement

The LEA agreement sets the criteria as 8 credits at the UNH rate. This rate is determined by UNH in late June. As of August 2008 the rate is \$577 per credit. This then results in an individual "budget" of \$4616 for the current year.

Coursework can be encumbered only for the upcoming course work period, with up to half of the individual's original "budget" available during each period. Reimbursement requests will be considered during the funding period prior to the summer, spring, and fall course work period. These periods are Summer: May through August; Fall: September through December; and Spring: January-April. For example, if you want to take a Summer course, you would apply during the Spring period.

Graduate reimbursement for teachers who are able to take advantage of only summer coursework shall follow the current process for initial encumbrance of ½ their available "budget" for the summer period. You may then resubmit a request for any further disbursement, up to a total of their allocated amount per agreement, in December (the end of the fall period). If funds are available, reimbursement will be made from the Fall residual funds. If funds are not available, individuals may reapply at the end of the Spring period for any reimbursement consideration. It is the individual's responsibility to initiate this process and to provide the supporting documentation. (This paragraph added 11-25-08.)

1. Pre-approval via submission of forms through your building pd process. This includes not only approval from the pd committee, but also from your principal. Your work must align with your PDP.
2. Then email Sonia Monette at smonette@sau88.net with the following information:
 - a. your name
 - b. date prior approval received
 - c. course number and college/university
 - d. # credits
 - e. start and end dates
 - f. dollar amount you wish to encumber
3. The assistant superintendent will then check for the availability of funds and will send a confirmation or denial of request to Sonia.
4. Sonia Monette will then email you with notification of the status of your request, and will cc your building committee. If funds are not available, you will not be reimbursed.
5. When your course is completed, fill out the staff development forms, including the *course* reimbursement form, and *attach* the email response from Sonia indicating that funds were indeed encumbered, along with proof of payment and a copy of your grade report.

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** Even if money is not available you can pay for courses yourself (if you wish) and still get hours and credit at the SAU for credit that move you along the pay scale. If graduate funds have not been fully expended for the fiscal year, you may *resubmit* after May 1 for reimbursement for pre-approved courses not previously funded during the current fiscal year. Unexpended funds will be proportionally distributed to submitting individuals. A course reimbursement form with required documentation should be submitted directly to Sonia Monette's attention at the SAU.

** Official transcripts from the college are required only for track advancement and are due at the SAU by Oct. 1. **