



Office of Categorical Programs
Marisa DiMauro, Interim Director
Lucy Osuna, Administrative Assistant
675-4500 ext. 203

Common Core Professional Development Process 2015-16

PD travel account code: 01-4035-260-1110-1000-5200-0000-6

1. All travel request forms **MUST** be typed. Please see the attached travel form. Please forward the attached travel forms to your teachers. Any travel forms that are not typed, will be returned back to your site.

Sub cost: \$144

Mileage rate: \$0.575 per mile

2. Prior to approving a travel request form for your teacher, please verify total conference adds up to the accounts listed on the travel form. If the total conference cost exceeds \$500, you **MUST** list an additional account code to cover the difference. *example: if total conference is \$950 you will write:*

\$500: 01-4035-260-1110-1000-5200-0000-6

\$350: 01-0000-300-1110-1000-5200-0000-6

\$100: Jane Doe donation 01-4035-260-1110-1000-5200-0000-6

3. All original typed travel forms must be submitted to our office with all the required documents in order to process the travel request in a timely matter.

Required documents:

1. map quest-Only if teacher is claiming mileage.
 2. hotel reservation- If sharing a room, please indicate on travel form.
 3. proof of registration- OMS e-mail or any other method of proof of registration.
 4. donation form stating teacher is donating his/her PD money. (See the attached required form)
4. Travel forms do not need to be signed by CAO Office. CAO Office will only sign travel forms for Principals.
 5. In order to expedite all travel requests forms, it is recommended to hand deliver the travel forms to our office. Otherwise, please make sure you mail original travel forms via interdistrict mail on the mail dates. As you all know, the mail delivery dates are only on Mondays, Wednesdays & Fridays.
 6. After travel form has been reviewed and approved, I will scan and e-mail you and your Admin. Asst. the approved scan travel forms. At that time, you or your Admin. Asst. can enter in smartetools and upload the scanned documents. Original travel forms will be sent to you via interdistrict mail.
 7. Please turn in travel request forms at least **4 weeks in advance** prior to the conference date. This will assist in processing a PO in a timely manner. In the event, a PO cannot be issued by the conference date. Teacher may have to pay out of pocket and be reimbursed after conference.

8. **Routing process for Pre-approval**

Step 1: Site

Step 2: Categorical Office

Step 3: Business Office

Final step: Purchasing.

Routing process for reimbursement

Step 1: Site

Step 2: Categorical Office

Step 3: Business Office

Final step: A/P Melanie Serros

9. Principal can use Cal-Card **ONLY** to hold hotel reservation.

10. After conference has taken place, teacher has **5 days** to complete the reimbursement section.

Please note: any expenses not included in the original travel reimbursement claim cannot be added after conference has taken place. *Example: per diem, mileage or parking cannot be added after the fact.*

11. If teacher is not requesting any reimbursement, Please write "**NR**" and forward original travel form to our office.