

## **PROCEDURES FOR SUBMITTING FORMS FOR PROFESSIONAL DEVELOPMENT AND RELATED TRAVEL**

**Step 1:** Attendees will complete *Professional Development Course/Travel Authorization* form and **Purchase Request** forms for Registration Fees and Lodging (Hotel). These forms must be approved by their Principal or Program Director. To receive credit in the EPD system, PD Authorization forms and evidence of attendance must be submitted, even if travel is not involved.

**Step 2:** Principal or Program Director will submit approved Professional Development Course/Travel Authorization form and Purchase Request forms (where applicable) to Joan Powell, who will secure funding approval and input into the EPD system as a **scheduled** PD.

Please fax them to **606-549-7008**.

The approved Purchase Request forms will then go to Paula Trickett for sign-off. Paula Trickett will then forward the Purchase Request to Finance. Finance will make a **Purchase Order** form and send it to the attendee's school mailbox.

**Step 3:** *After receiving Purchase Orders from Finance*, the attendee will register for conference, make any necessary hotel reservations, and reserve the Board credit card. Reserve credit card from Finance and a Board vehicle from Tessa, if applicable.

**Step 4:** Pick up credit card for lodging from the Finance Office before departing. Also remember to submit invoice for registration fees.

**Step 5:** To receive PD credit, attendee must send Joan Powell evidence of participation in the PD, such as a sign-in sheet sent by the principal or a PD provider Certificate of Attendance. This data will be input into the EPD system for each employee as PD **attended**. Employees required to complete leadership hours must provide the EILA number on this form.

***All travel must be pre-approved, so please use the above steps when traveling out of district for any reason. Remember that travel is not officially approved until the funding has been approved and you receive a PO from finance.***