

# Office of Professional Learning Procedures



## **SUBMITTING REQUESTS**

Submit the completed request form two weeks prior to the activity, or as soon as you become aware of an activity that your supervisor, director or principal has approved you to attend. If the request involves out-of-state travel, submit your request two months prior to the activity, when “early bird” prices are still available and travel costs such as flights are more economical.

Complete the Professional Learning Request long form when there is a cost to the agency, including stipends, or if it is an event offered without charge but not held at an ASDB facility.

Complete the Professional Learning Activity short form when there are no costs involved and the activity is held at an ASDB facility.

All completed forms must be scanned and emailed to [ProfessionalLearningTeam@asdb.az.gov](mailto:ProfessionalLearningTeam@asdb.az.gov) with supporting documentation as listed on the form.

When a request is received, a Professional Learning Team specialist will review the request to ensure the activity qualifies as professional development, that there is sufficient funding and that the activity supports the agency’s mission statement. After final approval, the request is scanned and sent to the requestor and principal/director and will note which budgets to use when making purchases.

Upon approval, the department secretary/assistant may use their department’s ghost card to register the attendees. If another state agency is hosting the conference (i.e. ADE), you only need to register the attendee, indicating your intent to pay, and then forward the invoice to [ProfessionalLearningTeam@asdb.az.gov](mailto:ProfessionalLearningTeam@asdb.az.gov).

If your request involves an outside presenter coming to an ASDB location, the Professional Learning Team assistant will work with the presenter to arrange for payment and make arrangements to accommodate the needs for the activity, in conjunction with the department secretary/assistant making the request when necessary.

## **STATE TRAVEL POLICY AND ASDB TRAVEL POLICY**

ASDB follows the General Accounting Office’s State of Arizona Travel Policy.

Airport parking and transportation – Airport parking and mileage expense for a privately owned motor vehicle is allowed only if less than roundtrip taxi fare between traveler’s residence and the airport. Airport parking will be reimbursed at daily rates no higher than the discounted parking rates listed for Phoenix and Tucson which is currently \$6 per day.

Meal expenses –If a meal is included in the cost for other travel-related expenses such as conference fees or airfare, the traveler is not eligible for reimbursement for that meal. Meals satisfying special dietary needs will generally be provided by airlines, conferences, hotels, etc. if requested by the traveler. If this is not provided upon request, the traveler may purchase the needed meal and will be reimbursed.

Regarding hotel stays, it is requested that travelers book double-occupancy rooms while traveling for the agency in an effort to help reduce costs. Exceptions may be approved on a case-by-case basis when explanation for the need of a private room is given.

## **TRAVEL CLAIMS**

When filing a travel claim for a professional learning activity, scan and send all travel claims with supporting documentation to the Professional Learning Team email. After approval, the claim will then be forwarded to the travel claims email, with a cc to the person who submitted the claim.

Hotel receipts MUST have the traveler's name on the invoice. In the case of two people sharing a room, a separate receipt with the second person's name must be submitted as well. Hotels generally are very accommodating with this request.

Boarding passes must be submitted with travel claims for transportation.

Travel claims must be submitted within 60 days after the return from travel. If this is delayed, additional paperwork must be completed, requires superintendent and state comptroller approval and delays the reimbursement process.

## **CERTIFICATES**

Certificates will be issued for activities that were submitted and approved prior to the activity. When requesting certificates, submit a sign-in sheet and evaluations for the activity. To avoid clerical errors, it is requested that sign-in sheets have typed rather than printed names next to the attendees' signatures. Certificates cannot be used for Salary Grade Advancement (Refer to GCD[4]-R[2]).

## **GUIDELINES FOR CANCELATION**

If you are unable to attend an approved activity with cost to the agency, contact the Professional Learning Team as soon as possible. We will work with you and your department secretary/assistant regarding cancelation and possible reimbursements or substitutions.