Guidelines for ProGrowth Funds

Building level administrators are encouraged to continue their professional growth and to be active in professional organizations. Each year, each principal and assistant principal is provided a ProGrowth account in the amount of seventeen hundred dollars ($1700). While these funds are used at the discretion of the building administrator, they are district funds, and all expenses require final approval by the executive level administrator or designee. Questions regarding the use of these funds can be answered by the executive level administrator.

Any unspent funds remain part of the ProGrowth account and will be carried forward to the next fiscal year. All funds roll forward unless otherwise noted. Unspent funds follow the administrator to their new assignment in the district if their new assignment receives ProGrowth funds; unspent funds remain with the district when an administrator separates from the district or takes a position within the district that does not receive ProGrowth funds. Those forfeited monies are moved to the General Fund Unrestricted Reserves.

The following are qualified expenses for ProGrowth funds:

1. Conferences, both in and out of state, that are related to job responsibilities, professional growth, or activities that will improve the educational program of the district. Application for attendance at a professional conference shall be submitted on the appropriate form to the executive level administrator. All out of district travel is to be preapproved by the executive level administrator at least 14 days in advance; all out of state travel is to be submitted at least 30 days in advance. All applications shall be reviewed within five days of receipt with the administrator notified of acceptance or denial by email or phone. More detailed information is located in the section titled Thompson Leadership Team Expense Reimbursements.

Allowable costs:

✓ Meals are reimbursed at current approved district rate; individual per diem for meals can be requested prior to the conference (no receipts required), otherwise individual detailed receipts are required and reimbursement can be an amount up to the approved per diem rates. *[Reimbursement may not be claimed for meals furnished at no cost to the employee and should be deducted from the per diem rate]*

✓ Travel to and from the conference; travel by car is reimbursed based on the current approved district mileage rate and per IRS regulations in place. A completed mileage form is required for reimbursement.

✓ Registration
✓ Lodging
✓ Airport shuttle/taxi/bus/subway
✓ Parking or car storage
✓ Rental car
✓ Toll charges
Cost that are not allowed:
✓ Entertainment expenses such as theater tickets, hotel movie rental, sporting events, etc.
✓ Side trips for personal reasons
✓ Alcoholic beverages Guidelines for ProGrowth Funds
✓ Personal items such as luggage, clothing, toiletries, flowers, gifts, mini-bar, phone calls, video games, laundry, etc.
✓ Expenses for other individuals such as the employee’s spouse, partner, or friends, family members including meals, lodging, travel
✓ Air travel accident insurance
✓ Additional costs for hotel for spouse/partner/child

2. Individual professional organization dues or membership. Examples include CASE, AASA, NASSP, NAESP, ASCD, Learning Forward, PDK, IRA, CCIRA and NCTM.

3. Professional publications. All books purchased through ProGrowth funds are considered consumable materials and may be kept by the administrator upon separation from the district.

4. Professional subscriptions. Publications that are a product of the subscription are considered consumable materials and may be kept upon separation from the district. Examples include Education Week, Kappan, Educational Leadership and Journal of Staff Development.

5. College course tuition and/or training registration. Submission of document(s) showing proof of payment (paid invoice or receipt) is required for reimbursement of tuition or document(s) showing costs for a future training registration (itinerary/schedule with expenses) can be provided with a completed Prepay form to initiate payment directly to the vendor.

6. The hiring of professional consultants to provide growth experiences for self, staff, students, parents or community. Please follow district purchasing policies requiring an estimate of services so that a Purchase Order can be completed; the vendor can then follow up with an Invoice after services have been provided.
Request to Use ProGrowth Funds

Name________________________________School____________________________________________

Please complete the following information and submit to Executive Level Administrator office for approval.

☐ Conference. Please submit a Request to Attend Professional Conference form in addition to this form.
   Amount:______________________________

☐ Professional organization dues. Name of Organization______________________________
   Amount:______________________________

☐ Professional publications. Name of publication(s):______________________________
   Amount:______________________________Note: All books purchased through ProGrowth funds are considered consumable materials and may be kept by the administrator upon separation from the district.

☐ Professional subscriptions. Name of Subscription______________________________
   Amount:______________________________Note: All journals, periodicals, etc. purchased through ProGrowth funds are considered consumable materials and may be kept by the administrator upon separation from the district.

☐ College tuition/training reimbursement. Title of class ____________________________
   Amount:______________________________Note: Submission of invoice or billing statement is required for reimbursement of tuition or training registration.

☐ Hiring of professional consultants.
   Purpose:______________________________
   Consultant:______________________________
THOMPSON LEADERSHIP TEAM EXPENSE REIMBURSEMENTS

Cell Phones

Members of the Thompson Leadership Team (cabinet, directors, principals, assistant principals) who are required to maintain cell phone service by their supervisor will receive a monthly stipend of $100. This stipend is subject to federal and state income tax and will be paid to Thompson Leadership Team members as part of their monthly compensation.

Mileage Reimbursement

Employees required to use their personal vehicles on official district business, either within or outside of the district, will be reimbursed for such use based upon the current district and Internal Revenue Service requirements approved mileage rates. A Request for Mileage Reimbursement form shall be completed by the employee and approved by the employee’s supervisor. The completed form should be submitted to the Accounts Payable Department for payment.

Note: Transportation between an employee’s home and their primary work location (i.e., school or Administration Building) is considered commuting and is not a reimbursable business expense. If an employee begins or ends their day at a district site other than their primary work location, any miles driven in excess of their regular commute shall be reimbursed.

Travel Guidelines

Employees authorized to travel on behalf of the Thompson School District will be reimbursed for reasonable expenses incurred. Reasonable in-town expenses incurred by employees to perform their necessary job functions while away from their work site will also be reimbursed.

Before the Trip

For out of town trips, a Request to Attend a Professional Conference form must be completed and approved by the employee’s supervisor prior to travel.

During the Trip

Receipts and sufficient documentation to verify actual expenses must be collected during attendance at the event and shall be attached to the application. There will be no reimbursement for non-business related expenses or personal entertainment. Meals are reimbursed at current approved district rate; per diem for meals can be requested prior to the conference (no receipts required), otherwise individual detailed receipts are required and reimbursement can be an amount up to the approved per diem rates.
Thompson Leadership Team Expense Reimbursements

After the Trip
The completed Request to Attend a Professional Conference form must be signed by the employee’s supervisor and submitted to Accounts Payable with all receipts attached, within 14 days of the conclusion of travel. Each individual staff member must complete their own reimbursement form with required receipts; one person cannot request reimbursement for other staff members.

For in-town meeting expenses, Mileage Reimbursement Request forms should be submitted for personal mileage reimbursement.

The following guidelines will serve to determine reasonable maximum amount of expenditures. All employees are expected to keep expenses below the maximum guidelines whenever possible.

Maximum Allowable Expenses

Meals
The amount allowed per day for meals, including associated taxes and tips, is based on the current approved per diem rates. If a Per Diem request was completed prior to the event, then receipts for meal expenses are not required. When no Per Diem was requested in advance then individual detailed receipts are required and reimbursement is only for the amount up to the approved per diem rates. However, reimbursement may not be claimed for meals furnished at no cost to the employee and should be deducted from the per diem rate.

Current Rates 2013-14
Breakfast $10.00
Lunch $10.00
Dinner $20.00

Lodging

The actual cost of reasonable accommodations, given the nature of the travel and the location, will be reimbursed. All lodging expenses must be documented with an original detailed receipt by each individual who has traveled.

Transportation

Air Travel
Employees should purchase reasonably priced airline tickets. All air travel expenses must be documented with an original receipt by each individual who has traveled.

Personal Car
Trips to and from the airport, transportation necessary to attend meetings, parking, toll charges and car storage expenses will be reimbursed. Mileage will be reimbursed at the authorized district mileage rate. Receipts are required for parking and car storage expenses.
Thompson Leadership Team Expense Reimbursements

Car Rental
Car rentals are allowable only when justified as being more economical than other available means of transportation. Rental cars may not be larger than intermediate in size, compact car rentals are preferred, and required when traveling alone. An original detailed receipt must document all car rentals.

Rental cars are not covered by the district’s auto insurance policy, regardless of the method of payment. Employees renting vehicles should purchase insurance from the rental agency. In the event that an employee has a personal policy that covers rental vehicles, they may choose to use this policy instead of purchasing insurance from the rental agency. Be aware that in case of an accident, this method could impact the employee’s insurance premiums. All insurance costs associated with a rental car will be reimbursed by the district.

Bus and Taxi Fares
If airport shuttles are not available, reasonable bus and taxi fare will be reimbursed. Bus and taxi expenditures over $10 must be documented with a detailed receipt.

EXPENSES NOT AUTHORIZED FOR REIMBURSEMENT

✓ Entertainment expenses (i.e., theater tickets, hotel movie rentals, sporting events, etc.)
✓ Side trips for personal reasons
✓ Alcoholic beverages
✓ Personal items such as luggage, clothing, toiletries, flowers, gifts, mini-bar, phone calls, video games, laundry, etc.
✓ Expenses for other individuals such as the employee’s spouse, partner, or friends, family members including meals, lodging, travel
✓ Air travel accident insurance
✓ Additional costs for hotel for spouse/partner/child

Time Away From Work
Travel time granted will, in most cases, be based on air travel requirements. If an employee elects to drive rather than fly, the excess work time involved will be charged to personal vacation time or annual leave as deemed appropriate, in advance, by the employee’s supervisor.

Travel Advances
If identifiable costs of a trip, including registration fees, meal allowances, lodging and transportation expenses exceed $50, an employee can prepay lodging, registrations, flights and per diem for meals.

Travel Expenses Report Requirements
The completed actual expenses section of the Request for Attendance at a Professional Conference form must be submitted to Accounts Payable within 14 days after completion of a trip. Appropriate receipts and documentation should be attached.
# Request for Attendance at a Professional Conference

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School/Department:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dates of Conference:</strong></td>
<td><strong>Location:</strong></td>
</tr>
</tbody>
</table>

**Describe leadership responsibilities for the conference:**

**Describe how this conference will support school improvement goals:**

**Describe how you will share your learning with others in the district upon your return:**

<table>
<thead>
<tr>
<th><strong>Estimated Expenses</strong></th>
<th><strong>Actual Expenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td><strong>Airfare</strong></td>
<td><strong>Airfare</strong></td>
</tr>
<tr>
<td><strong>Hotel</strong></td>
<td><strong>Hotel</strong></td>
</tr>
<tr>
<td><strong>Breakfast</strong>*</td>
<td>X</td>
</tr>
<tr>
<td><strong>Lunch</strong>*</td>
<td>X</td>
</tr>
<tr>
<td><strong>Dinner</strong>*</td>
<td>X</td>
</tr>
<tr>
<td><strong>Car Rental</strong></td>
<td><strong>Car Rental</strong></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td><strong>Other</strong></td>
</tr>
</tbody>
</table>

**Total Advance** |

**Total Expenses** |

**Minus Advance** |

**Total** |

**Amount Due to Participant** |

**Account Code** |

**Amount Due to District** |

To be completed within 14 days after the conclusion of the conference

<table>
<thead>
<tr>
<th><strong>Employee Signature</strong></th>
<th><strong>Date</strong></th>
<th><strong>Employee Signature</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

May 21, 2019