

Professional Development and Travel Request Participation Protocol

Thank you for your interest in participating in professional development opportunities. Professional Development in Keokuk Community School District continues to be encouraged and supported through Board of Education funds and resources.

Requests are reviewed and approved based on the following criteria:

- Alignment to KCS D District and Building Goals -
- Time of Year (ISASP, Start/End of Year, etc.) -
- Frequency of PD Requests -
- Availability of Substitutes -
- Associated Costs to District -

Please read the following information to help us plan a successful experience for you.

1. Please complete the [PD and Travel Request Form](#) at least 2 weeks before the event.
 - a. Submit the request by emailing stephanie.harrison@keokukschools.org or send via interoffice mail to Stephanie Harrison at Central Office.
 - b. PD and travel requests will be reviewed and approved based on the above criteria.

After Approval

2. Instructional Services will work on the details of the **approved** request, such as conference registration, hotel reservations, and transportation reservations.
 - a. Please forward any confirmation email(s) you receive to the person working on your trip.
 - b. If traveling by air or train, please schedule a time to meet with Stephanie Harrison to purchase your travel arrangements.
- * Employees should **NOT** register or reserve hotel rooms until the request is approved.

Preparing for Your Trip/PD Experience

3. **District Vehicle** - If using a KCS D vehicle, communicate with Stephanie Harrison at Central Office via email at stephanie.harrison@keokukschools.org to make arrangements.
 - a. Ensure you know where and how to collect school vehicle keys.
4. **Travel Credit Card** - You will need a travel credit card to check in to your hotel.
 - a. This credit card should be in the same envelope as your school vehicle keys.
 - b. It is the same credit card you will use to purchase gas (if needed) for a school vehicle.
5. **Reimbursement** - (meals, rideshare, tolls, etc.) Please obtain all receipts and use [this form](#). Please complete only the sections that apply to you.
 - a. Please remember to request **itemized** meal receipts.
 - b. Please remember that alcoholic beverages should NOT be included on any receipts submitted to Central Office, nor will they be reimbursed.
 - c. Also, remember that mileage is reimbursed ONLY if a district vehicle is NOT available.

6. **Need to Cancel?** - If you can no longer attend the conference, please do the following:
 - a. Please notify Stephanie Harrison to process cancellations.
 - b. If the reservation is under your name, you may be asked to call the hotel with your confirmation number and cancel the reservation.
 - c. Please remember that late cancellations often result in the District incurring unnecessary fees and expenses.
7. **Noting Your Absence(s)** - Please do the following:
 - a. Enter your PD absence in Frontline, and communicate with your supervisor.
 - b. Be sure to indicate whether a substitute is needed.
8. **Webinars/Virtual Conferences** - Please consider the following:
 - a. You may participate in your virtual learning event from your building or Central Office.
 - b. Please email Stephanie or Jill as soon as possible to reserve a space at Central Office.
stephanie.harrison@keokukschools.org jill.carter@keokukschools.org

During the Trip

9. Questions regarding conference/hotel? Please contact Stephanie Harrison.
10. District vehicle-related issues? Please contact Dave Grogan at **(319) 524-3690**.

After the Trip

11. **Return District Vehicle, Keys, and Credit Card** -
 - a. Park district vehicle at designated location.
 - b. Please be sure to complete the **mileage documentation** for the district vehicle.
 - c. Deposit the envelope **[vehicle form, keys, credit card, and fuel receipt(s)]** in the designated key slot/box.
12. **Reimbursement** - (meals, rideshare, tolls, etc.)
 - a. Please gather all receipts, including hotel final printouts.
 - b. Complete applicable sections using the **PD and Travel Reimbursement Form**.
 - c. Email completed reimbursement form and all receipts to heather.campbell@keokukschools.org or send via interoffice mail to Heather Campbell at Central Office.

