

## P.I.P. REMINDERS

1. The request must be related to and beneficial to the applicant's assignment.
2. All proposals must be submitted to My Learning Plan before the scheduled deadlines. **Be sure you allow time for your administrator to review and approve your proposal.**
3. P.I.P. approved courses may not be used for salary increases.
4. When applying for graduate work, only one course per semester will be approved unless it is for recertification due to reassignment.
5. Links to websites and other available information should be included on My Learning Plan.
6. Overseas proposals must be sponsored by a university, a recognized educational organization, or other professional organization.

## THE APPLICATION

1. **THERE ARE NO POST APPROVALS.** The proposal must be received by the committee by the listed deadline so that it can be approved by:
  - a. The P.I.P committee
  - b. The Superintendent
  - c. The Board of Education
2. Each individual must submit a separate proposal stating how the conference/workshop will specifically benefit him/her and his/her program. The reasons must be your own. Please do not submit a copy of someone else's proposal.
3. Do not include substitute pay in your budget.
4. The mileage for 2017 is \$.535 per mile. Meal allowances are \$55 per day. One day conferences/workshops have a meal allowance of \$15. This is not cumulative. You cannot carry over food money from one day to the next.
5. Travel as if you were paying the bill. Get the best prices possible for transportation and hotel. If more than one person from school is attending a workshop/conference, you may be asked to share transportation and/or rooming (if appropriate).
6. In order to be reimbursed, your **MUST** do the following:
  - a. Sign the statement at the bottom of your budget worksheet.
  - b. Submit **ORIGINAL, ITEMIZED** receipts for everything.
  - c. Submit individual receipts. If you have a meal with someone else, each of you must have separate checks.
  - d. There is no reimbursement for alcoholic beverages.
  - e. **For any expense charged to a credit card, you must submit a credit card statement, along with the itemized receipt, showing payment.**
  - f. You must submit a "Mapquest" or "Google Maps" printout to be reimbursed for mileage. .
7. "Miscellaneous", "professional material" purchases, and/or sightseeing tours will not be reimbursed.