

MY LEARNING PLAN Reference Sheet for Administrators



Employee Approval

Any staff requiring professional development that incurs a cost must have your prior approval before registering through MLP. Make sure staff understands that they must discuss this with you first, and have your assurance that their training matches building goals for improvement. This also assumes you have budgeted for this expense.



Administrative Professional Development

REQUEST: When considering attending a class or conference, your request for prior approval must be submitted *one week in advance* of the date of event to allow approvers to review and sign off on your request.

FORMAT: Choose the form that matches the conference: *Same Day Conference* or *Overnight Conference*. When listing expected costs, estimate high. After the event has occurred, you cannot increase your claim.

RESERVATIONS: Lodging must be the least expensive available when given a choice.

MEALS: The daily reimbursement rate is \$50 per day for any meals not included in the registration fee

TRANSPORTATION: Determine the exact mileage to be reimbursed for driving by using a web service such as Mapquest or Google Maps. You will be reimbursed for the shortest route, comparing the start point from your home or 5 BOCES Road. A hard copy of your mileage calculation must be submitted with other documentation after the event.

RESUBMISSION: If any information is missing or found to have been entered incorrectly on your request form, it will be returned to you via an MLP denial, as well as an email, with a clear explanation of what needs to be corrected. Your resubmission is a part of finalizing documentation.

FINAL APPROVAL: All training must be documented as finalized by you (marking the event complete) in MLP before it will notify Suzan Bajardi for final approval. Proof of attendance, such as a sign-in sheet or signed document stating dates and hours of attendance must be sent to Suzan in order to be awarded credit for the event. Your finalized MLP document and your proof of attendance should also be included as backup for any costs submitted to Accounts Payable.

COLLEGE CREDIT: If you are requesting prior approval for college credit, use the Graduate Course form. Upon completion, mark as such and submit an official transcript, tuition statement, proof of payment and copy of purchase order to Suzan Bajardi. Your request will then be submitted to Dr. Penoyer for his approval and then to Accounts Payable. Be aware that only the cost of the actual course tuition is reimbursable; the current rate being at 75%.