

Professional Development Funding Request Guidelines

For faculty members, in at least a 3/5ths position, AES makes up to \$1,200 in professional development funding available each school year, July 1 to June 30, with a two-year accumulation option that allows up to \$2,400 over two years, pending budget availability. A faculty member must return to AES the next academic year, in at least a 3/5ths position, to qualify for summer study funding.

How to Obtain Funding

Authorization for funding is contingent upon principal approval. **Professional Development Funding Request** forms may be obtained from your school's office, Curriculum Coordinator's Office or printed from your school's shared folder.

Funding is available for:	<u>AES pays directly</u> (NESA only)	<u>Reimbursement</u>
■ Registration/tuition		X*
■ Airfare/visa/LBLH travel insurance	X	
■ Hotel, bus/taxi to/from airport		X*
■ Food (may include 10-15% tip)		X*

Step 1:

Complete both sides of the **Professional Development Funding Request** form and attach a copy of the registration form, brochure and/or other detailed information.

Step 2:

Submit the form and attachments to your principal for approval. Your principal will forward approved requests/documents to the Curriculum Office. The Curriculum Office will confirm whether funding is approved/available.

Step 3:

After principal's approval, register and pay for the program yourself and collect a receipt. **When you RETURN from the program**, submit one AES Requisition form for **all** reimbursements together including the registration fee and other expenses.

Step 4:

Then arrange any air/train transportation necessary via Alka in the Business Office at X3530 or travel@aes.ac.in. The cost of personal side trips and/or more expensive routing must be borne by the employee and paid directly to Alka. The use of rental cars must be pre-approved.

*LBLH

Advances and/or registration prepayments are available upon request to the Business Office. FYI, international airfares are not included in the accounting for summer study, but are for programs attended during the school year. Travel insurance for trips outside India will be arranged by Alka in the Business Office. LBLH cash advances must be settled within a month after the program.

Step 5:

Within one month after your return, submit all your receipts attached together to an AES Requisition form for reimbursement. If program is during the summer all receipts must be submitted by August 16. There is no reimbursement of any expense without an original receipt, or for programs not attended.

Professional Development Funding Request

For faculty members, in at least a 3/5ths position, AES makes available up to \$1,200 in professional development funding each school year, July 1 to June 30, and a two-year accumulation option that allows up to \$2,400 funding over two years (pending budget availability). A faculty member must return to AES the next academic year, in at least a 3/5ths position, to qualify for summer study funding.

Important Reminders:

Before the program:

- Obtain your **Building Principal's approval** on this form and submit with supporting information to the Curriculum Office
- Register yourself, make registration payment and obtain a receipt for reimbursement **after** the program.
- If other AES employees are also attending the same program, check with the Curriculum Office about registering the group.
- Make travel/visa arrangements via the Business Office travel agent (side trips and / or expensive routing are to paid directly to travel agent)

After the program:

- Attach all your original receipts together (**only** registration fees, transportation, food & lodging are reimbursed) to a completed **REQUISITION** form and submit to the Curriculum Office **within a month** of attending the program (including receipts for LBLH cash advances).
- Summer program requisition/receipts must be submitted by August 14

If you have any questions, please check with the Curriculum Office at ext. 3336 or 3337.

Name _____ Date _____

Name/title of Program: _____

Sponsoring organization: _____

Dates: from _____ to _____ Location: _____

Brief description of content/purpose: (attach supporting brochure, information)

Estimated Expenses: (for registration, transportation and lodging) \$ _____

+++++

Approval:

Professional Development: 01 E 210 734 100050 999

Programmatic: 01 E 210 734 100039 999 (faculty)
01 E 510 702 100036 999 (admin)

Date _____ Principal/Director _____ CC _____

Estimated Expenses/Funding Requested

Provide your **best cost estimates** below with your documentation. Only the expense items shown below are to be paid/reimbursed. Original receipts **MUST** be provided for reimbursement.

1. Registration/tuition \$ _____
2. Air Transportation to venue
- International (economy including sales and airport taxes) \$ _____
 - Within U.S. \$ _____
- Visa/travel insurance: (LBLH only) \$ _____
3. Hotel/room: from _____ to _____ \$ _____
date date
1. Bus/taxi to/from airport, food expenses: \$ _____
- Total Funding Requested** (transfer to front page) \$ _____

+++++

If the course/workshop/program is during the summer all receipts must be submitted by August 16.