

**PDRP (Professional Development Reimbursement Program)
FAQs**

Questions	Answers
<p align="center">When can a teacher request reimbursement - before or after the course/conference?</p>	<p>All applications must be submitted prior to the beginning of the course/conference. Teachers can submit applications at any time before the start of the course or conference.</p>
<p align="center">What receipts can teachers submit for conference reimbursement?</p>	<p>Teachers may receive reimbursement for the following: conference registration, hotel, mileage, \$50 per diem for food (<i>detailed receipt</i>) and non-alcoholic beverages and travel expenses.</p>
<p align="center">What documentation should be submitted for coursework reimbursement?</p>	<p>Please submit receipt of payment, copy of grade report or transcript that indicates a passing grade, copy of approved application and PDRP evaluation.</p>
<p align="center">Are reimbursements based on first-come, first-serve basis?</p>	<p>No, if the application was received on or before the deadline, it is considered equally according to program guidelines.</p>
<p align="center">Does the signature of the principal support approval of the teacher's request?</p>	<p>The principal's signature indicates principal's acknowledgement of TPA goal and awareness of professional leave if needed.</p>
<p align="center">Who is the final person to review the application?</p>	<p align="center">The PDRP Review committee</p>
<p align="center">Is there a cap on the amount that a teacher can be reimbursed?</p>	<p>Up to \$750 per course or \$250 per conference per semester or up to \$750 per conference for presenter.</p>
<p align="center">How long before I get my reimbursement?</p>	<p>Once all the paperwork is received, it is sent to Accounting by the 15th and you will receive a direct deposit at the end of the month.</p>
<p align="center">Can teaching assistants and school nurses apply for reimbursement?</p>	<p>Teaching assistants enrolled in a teacher certification program can apply for funding support from a "grow your own" program with Staff Development. Other classified staff can apply for up to \$250 for a conference or \$750 for a course per semester from Staff Development (972-4021) for a professional development activity.</p>

