Professional Development Reimbursement Application Process

PDRP application must be completed and sent to the ARC prior to the start of the conference/course.

**APPLYING FOR REIMBURSEMENT**

- Request for Reimbursement made by **Teacher** to attend conference/course.

- Teacher completely fills out PDRP application, passes it on to Principal for signature

- Principal signs form and returns to applicant

- Applicant sends signed form to Shelia Waddy at ARC, prior to the start of the conference or course.

- PDRP applications are reviewed monthly for approval

- Teachers are notified of Approvals/Disapprovals by email

**REIMBURSEMENT PROCESS**

- **After the completion of Conference** – submit itemized receipts, mileage forms, conference fee receipt

- **Courses** – submit payment receipt and grade/transcript to Shelia Waddy, ARC.

- Paperwork is processed and sent to Accounting the 15th of each month

- Direct deposit will occur at the end of the month in your paycheck.

### Course/Conference Application Semester Dates

<table>
<thead>
<tr>
<th>Semester Dates</th>
<th>Notification Dates</th>
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<tbody>
<tr>
<td>July 1 – December 31 (one conference or course per semester)</td>
<td>Monthly</td>
</tr>
<tr>
<td>January 1 – June 30 (one conference or course per semester)</td>
<td>Monthly</td>
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