

# HART COUNTY CHARTER SYSTEM

## *Professional Learning (PL) Activity Form*

*Use this form to register for all professional leave.*

Name:	SSN: XXX-XX-
School:	Phone Number:
Position:	Email:

Name of PL Activity:				
Date(s) of PL Activity:				
Reason for Request (Choices include: School/System Improvement, State/Federal Requirements, Field(s) of Certification, Annual Personnel Evaluation):				
Substitute Required (Y or N):				
Estimated Expenses	Registration:	Mileage:	Meals:	Lodging:
How does the activity fit into your school's strategic improvement plan?				

1. Upon return to work, send conference agenda and/or received training materials to BOE (attention: Charlyene Botley). Highlight attended breakout sessions.
2. Mileage: The rate of reimbursement is .545 cents per mile. Show total miles traveled on expense statement. Beginning and ending odometer readings must be recorded.
3. Meals: Reimbursement will not be allowed for the noon meal unless overnight travel is required. You must depart from office or home prior to 6:30AM to be reimbursed for breakfast. You must arrive at office or home after 7:30PM to be reimbursed for an evening meal. It is permissible to reimburse an employee's noon meal expense without overnight lodging being incurred provided the employee was traveling prior to 6:30AM, returned after 7:30PM, and claimed both breakfast and evening meal. Meal rates per day are as follows: breakfast \$6, lunch \$7, and dinner \$15. For high cost counties (Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond), meal rates per day are as follows: breakfast \$7, lunch \$9, and dinner \$20.
4. Lodging: Ask for the government rate and/or the conference rate. Send hotel confirmation to BOE (attention: Charlyene Botley) when submitting professional leave activity form. Checks will be issued for lodging expenses. See Kay Adams prior to traveling as she supplies travel checks and tax exempt forms. Provide tax exempt forms upon arrival at the hotel. Provide hotel receipt with zero balance to BOE (attach to expense form and send to the attention of Charlyene) upon return to work.
5. Original receipts are required for all expenses except meals, taxi fare, and parking.
6. Evaluate the professional learning activity and send the evaluation to BOE (attention: Charlyene Botley).