



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Elementary Education and Professional Development

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## M E M O R A N D U M

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**DATE:** August 1, 2015

**TO:** All certified staff

**FROM:** Christine Ermold, Ed.D., Director of Elementary Education & Professional Development *C. Ermold EdD*

**RE:** Professional Development Meals and Mileage Reimbursements

Under AR 3360, E 3360 (a) and (b) mileage and meal costs may be reimbursed to staff when costs are incurred as a result of participation in required trainings or professional development.

Additionally, E 3360 (a) and (b) state:

No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM

Lunch: 10:00 AM to 3:00 PM

Dinner: 3:00 PM to Midnight

A light breakfast and full lunch are often provided at off-site trainings or for conference attendees. Whenever they are offered, they result in no meal per diem being provided.

Reimbursements for substitutes, travel costs, and per diem meal costs must be approved in advance, and failure to gain advance approval from the department overseeing the funding source may result in the reimbursement requests being denied. Educators are expected to attend the PD opportunity closest to their work site if multiple opportunities are offered, unless advance permission is granted from the PD department due to extenuating circumstances.

Requests for travel or lodging arrangements can be requested by using the travel request form in Generation Ready for professional development activities or by contacting the administrative assistant for the department hosting the meeting. With the exception of across-the-water schools, one night's lodging is available on request for events between October 15 and March 31 for single day events. For multi-day events in the spring and fall, lodging is available on the nights between the events to help minimize the necessity of round trip travel on consecutive days.

As an additional effort towards cost savings, name badges are no longer being produced for each event. District employees are expected to wear their district provided employee ID badge. If needed, replacements can be obtained by contacting the Human Resources Department.