

## P.I.P. Reminders

1. The request must be related to and beneficial to the applicant's assignment.
2. Print out your proposal after completing it on My Learning Plan, then send 7 copies to the PIP Chairman, Seth Altman, YHS.
3. P.I.P. approved courses may not be used for salary increases.
4. When applying for graduate work, only one course per semester will be approved unless it is for recertification due to reassignment.
5. Brochures and other available information should be included with the application.
6. Overseas proposals must be sponsored by a university, a recognized educational organization, or other professional organization.

## THE APPLICATION

1. **THERE ARE NO POST APPROVALS.** The paper copy of the proposal must be received by the committee on listed deadline so that it can be approved by:
  - a. The P.I.P committee
  - b. The Superintendent
  - c. The Board of Education
2. Each individual must submit a separate proposal stating how the conference/workshop will specifically benefit him/her and his/her program. The reasons must be your own. Please do not submit a copy of someone else's proposal.
3. Do not include substitute pay in your budget.
4. The mileage for 2011 is \$.555 per mile. Meal allowances are \$55 per day. One day conferences/workshops have a meal allowance of \$15. This is not cumulative. You cannot carry over food money from one day to the next.
5. Travel as if you were paying the bill. Get the best prices possible for transportation and hotel. If more than one person from school is attending a workshop/conference, you may be asked to share transportation and/or rooming (if appropriate).
6. You must submit **ORIGINAL ITEMIZED** receipts for everything. There is no reimbursement for alcoholic beverages. **A CREDIT CARD RECEIPT WITH JUST A TOTAL WILL NOT BE REIMBURSED.** You must submit a Mapquest to be reimbursed for mileage. You must submit a signed registration receipt from the conference/workshop stating the cost.
7. "Miscellaneous", "professional material" purchases, and/or sightseeing tours will not be reimbursed.