

BUSD TIP Professional Development Checklist

Initiation of Request:

- Teacher requests approval of School Leadership Team for hourly work or conference attendance.
- School Leadership Team approves (or declines) request. Leadership Team may approve part of the request (i.e. registration only) or all of it (i.e. registration, mileage or airfare, hotel, etc.). For curriculum development or other hourly work, the team may approve all or a portion of the hours requested.
- For conference/workshop attendance, follow the protocol for BUSD Travel and Conferences.
- For hourly work, the principal/administrator completes a Personnel Requisition and submits to Ed Services for approval.

TIP Budget Check:

- Principal checks site's TIP allocation to ensure there is sufficient money for the conference or hourly work.
- Principal codes Request based upon the type of expense:
 - 04-0855-901-0-61-5200-1110-2140-000 (Travel & Conference)
 - 04-0855-901-0-61-1116-1110-2140-000 (Hourly Work)

Travel Request Form:

- Teacher completes the Travel Request Form, including in the Approved Total column any expenses BUSD is expected to pay or reimburse.
- Teacher signs and submits form to Principal.
- Principal signs, keeps a copy of Travel Request form and sends original to Ed Services for approval.
- If overnight travel is requested, Principal contacts Administrative Coordinator in Ed Services to arrange for the item to be put on an upcoming Board agenda.
- The signed and approved Travel Request form will be returned electronically to site.
- The principal/administrator completes a requisition per the normal travel and conference protocols.
- After the conference, the attendee attaches original receipts and proof of attendance and submits a reimbursement requisition.

Personnel Requisition and Timesheet:

- If the teacher's hourly work or other project is approved, the principal completes a PR coded with the appropriate TIP budget. A copy of the approved proposal can be attached, or details should be included in the Comments section.
- The principal signs the requisition and submits to Ed Services for approval.
- Upon completion of the work, the teacher submits a time sheet for the agreed-upon hours.
- The principal codes to match the PR and submits to Ed Services for approval.