



Columbus City Schools/ Columbus Administrators Association

Administrators' Professional Leave 2023-2024 Guidelines and Schedule

Contact information: ProfessionalLeaves@columbus.k12.oh.us



Administrators' Professional Leave Guidelines and Schedule

1. Preference will be given to workshops offered in the Columbus area and in the State of Ohio.
2. Submit conference/activity travel requests forms for approval no less than two weeks in advance of the Professional Leave Committee **(please review schedule below)**. For example, activities for October must be approved at the September meeting, etc.
3. Trips outside the continental United States are not eligible for approval.
4. The current fiscal year begins July 1, 2023 and ends June 30, 2024.
5. Summer activities are encouraged provided there are funds available from the current fiscal year.
6. Professional leave cannot be used for activities to obtain college credits or certification.
7. Applicants are limited to \$2500 over a two (2) year period. You may use your discretion as to how many activities you request to attend as long as the total is \$2500 or less for the two year period.
8. Preference will be given to staff who have not utilized the fund within the last two years.
9. Expenses will not be approved in conjunction with personal leave use. When a request is denied, expenses will not be authorized if the individual elects to use personal leave.
10. Membership in a professional organization is not reimbursable from this program unless such membership reduces the cost of the conference registration by an amount equal to or greater than the cost of such membership.
11. Travel - hotel/per diem - will only be considered for travel outside of the local boundaries set by district policy.
12. **Permission to attend a professional activity which requires neither funding nor a substitute should be approved with your immediate supervisor and will not be considered through the Professional Leave Committee.**
13. Any changes to the approved requests must be cleared through the Professional Leave Committee supervisor.

<i>If Start Date of Activity Is:</i>	<i>Request Due in HR by 4 p.m. by:</i>	<i>Committee Meeting Date</i>
October 1-31, 2023	August 25, 2023	September 7, 2023
November 1-30, 2023	September 22, 2023	October 5, 2023
December 1-31, 2023	October 20, 2023	November 2, 2023
January 1-31, 2024	November 24, 2023	December 7, 2023
February 1-29, 2024	December 22, 2023	January 4, 2024
March 1-31, 2024	January 19, 2024	February 1, 2024
April 1-30, 2024	February 23, 2024	March 7, 2024
May 1-31, 2024	March 22, 2024	April 4, 2024
June 1-30, 2024	April 19, 2024	May 2, 2024

You may download and print these documents as needed from the Human Resources section of the Internet at <https://www.ccsOH.us/Page/8624>

**Columbus City Schools
Office of the Treasurer
Employee Travel Reimbursement Guidelines**

Per Board Policy 6550 – TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Click [here](#) to view the payment and reimbursement guidelines on the Intranet. *You must be on a district computer to access the intranet.

Payment and reimbursement rates for mileage shall be in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on a personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Effective 7/1/15

FY 2023/24 Conference Cheat Sheet

- Employee submits request form: [CAA Professional Leaves Request Form 2023-24](#)
- Once request is approved by the Professional Leave Committee, an approval letter will be sent to the employee.
- A purchase order will be processed for the employee and sent to the employee once received in Human Resources

After receiving purchase order, the employee MUST:

- Complete the conference/activity registration. Provide the purchase order number if asked and submit the registration form to the vendor.
- Billing address is: **Accounts Payable - 270 E. State Street, Columbus, OH 43215**
- If pre-payment of a conference registration is required, attach the registration form to a copy of the purchase order and send to Accounts Payable. This cannot be paid without a copy of the purchase order **and** the registration form or invoice.
- Confirm BOTH hotel and conference availability before making air reservations. **The employee is responsible for any costs associated with canceling or changing air reservations.**
- Employee may contact travel agent (Uniglobe @ 614-237-4488) for air estimates and to book the air reservation and/or hotel reservation. Hotel reservations made through the travel agent require an employee payment (non-reimbursable) convenience fee. Employees are required to stay in the conference hotel unless full.

After returning from the conference/activity the employee MUST submit the following items to Accounts Payable within 30 days of your return:

1. Claim form: [Reimbursement Claim Form](#)
2. Hotel folio
3. Air itinerary
4. Conference registration receipt
5. Paid shuttle receipt
6. Paid CMH parking receipt
7. Paid airline baggage receipts
8. Certification of conference attendance verifying the event, place, dates and for the purpose given.
9. Certification that their per diem claim reflects a deduction for any meals provided by the conference.