



# **Columbus City Schools/ Columbus Administrators Association**

## **Administrators' Professional Leave 2023-2024 Guidelines and Schedule**

Contact information: [ProfessionalLeaves@columbus.k12.oh.us](mailto: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>
<b>October 1-31, 2023</b>	<b>August 25, 2023</b>	<b>September 7, 2023</b>
<b>November 1-30, 2023</b>	<b>September 22, 2023</b>	<b>October 5, 2023</b>
<b>December 1-31, 2023</b>	<b>October 20, 2023</b>	<b>November 2, 2023</b>
<b>January 1-31, 2024</b>	<b>November 24, 2023</b>	<b>December 7, 2023</b>
<b>February 1-29, 2024</b>	<b>December 22, 2023</b>	<b>January 4, 2024</b>
<b>March 1-31, 2024</b>	<b>January 19, 2024</b>	<b>February 1, 2024</b>
<b>April 1-30, 2024</b>	<b>February 23, 2024</b>	<b>March 7, 2024</b>
<b>May 1-31, 2024</b>	<b>March 22, 2024</b>	<b>April 4, 2024</b>
<b>June 1-30, 2024</b>	<b>April 19, 2024</b>	<b>May 2, 2024</b>

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

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

**Hotel Stay**

- Hotel stay is limited to the length of the conference. For example, three day conference = three nights allowed in a hotel.
- Travel – hotel/per diem – will only be considered for travel outside of the local boundaries set by district policy.
- Hotel choice is limited to a conference hotel (unless sold out). For other than conference hotel, maximum rate should not exceed GAO guidelines. <http://www.gsa.gov/portal/category/21287>

**Per Diem**

- \$45 per diem will be paid to employees for each night spent in a hotel on business. One night = \$45, two nights = \$90, etc. No exceptions.
- Per Diem reimbursement always requires an overnight stay.
- Receipts are not required for reimbursement. Tips are covered by per diem.

**Airport Transportation at Destination**

- Transportation to/from the conference airport is limited to the cost of a round trip shuttle. Visit the destination airport website. Look for a link to ground transportation for reservations and/or rates. Employees electing to secure other modes of transport are limited to the shuttle rate for reimbursement.
- Transportation to/from hotel will be reimbursed if a conference shuttle is not provided and the hotel is not within walking distance.
- Transportation to/from meals/entertainment is not reimbursable

**Car Rental at Destination**

- Car rental is approved only under exceptional circumstances, such as the need to visit multiple schools. Approval requires a detailed justification/rationale. The daily limit for reimbursement is \$50, which includes all associated costs: rental fee, gas, parking, tolls, etc. Optional insurance will not be reimbursed.

**Driving Personal Vehicle Out of Town**

- Maximum reimbursement for all driving expenses (mileage, parking, tolls) is the lower of \$300 or the cost of an airline ticket to the conference destination.
- Google “IRS Mileage Rate ” to see effective rate on date of travel.

**Miscellaneous**

- Reimbursement limit of one checked bag each way (\$60/round trip currently).
- CMH airport parking reimbursement limit = Blue lot rate (\$10/day currently).
- Failure to attend conference will result in the employee being held responsible for repayment of any non-refundable charges paid by CCS on behalf of the employee.
- Technology, equipment &/or books received at this conference become the property of CCS.

**Exceptions**

Any exception to the above requires appropriate justification, advance notification, and approval in writing.

## **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) of a \$35 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.