



Professional Development Reimbursement Instructions

Dues to registration deadlines, or other time constraints, and with prior approval from the Private Schools Office, staff may elect to pay for professional development registration costs and submit reimbursement requests to the Seattle School District.

Guidelines:

Expenses must be paid by the staff member attending the training, and **not** by the private school using the school's credit card, debit card, check or any other method. School districts are not allowed to pay funds to a private school. If the receipt does not clearly show that payment was made by a staff member using his/her personal funds, the private school office may request a copy of a bank or credit card statement as documentation.

Process:

- Staff member receives notice that the Professional Development activity is allowable and will be reimbursed using Title II funds
- After the activity, the staff member fills out the Professional Development Reimbursement Form (form #7)
- Completed form, along with original, itemized receipts, should be sent to:

Seattle Public Schools,
Attn: Marlene Meyers, Private Schools Office
Mailstop 33-182
PO Box 34165
Seattle, WA 98124-1165

- The Seattle School District accounting office will mail a check to the staff member

Timeline:

Although we will do everything possible to process reimbursement requests in a timely manner, depending on the time of year, the process may take 2-4 weeks.