

# Eligible Expenditures for Professional Development



Refer questions regarding Professional Development claim to School Finance at (785) 296-2020.

## Noneligible Expenditures

1. Rental of facilities
2. Utilities
3. Equipment
4. Administrative expenses
5. Expenses reimbursed by federal monies.
6. Salaries of teachers attending professional development workshops or conferences during the contract period.

Note: Workshops must be included in the general list of activities approved in the local professional development education plan or included in an approved individual development plan (IDP).

## Eligible Expenditures (Districts must have a 5-year plan approved by the State Board)

1. Consultant fees and honorariums.  
*Fees and honorariums may be paid both to in-district and out-district personnel. However, the expenditures must be for actual professional development training of certified staff. Proper documentation must be maintained if professional development training is conducted by a staff member hired by the school district.*  
*In the case of in-district staff, it is allowable to include the cost of paying in-district staff to receive training who then provide training to other certified staff in the school district. Documentation should be maintained to support the expense to identify individuals who will be trained and to verify that they did provide training to in-district staff.*
2. Travel expenses for consultants.
3. Cost of materials used in training.
4. Number of certified staff members included on Individual Development Plans (IDPs).  
*Final reimbursement will be based on actual number on file but does not have to be newly written each year. However, the certified staff member must have made progress toward achieving his/her goal during the school year (i.e., earned points).*





## Eligible Expenditures for Professional Development

5. Salaries of substitute teachers for certified staff who have filed an individual development plan, but such salaries shall not exceed 25% of the total professional development education expenditures.

To determine maximum amount to claim on this line, calculate total professional development expenditures (sum lines 1, 2, 3, 6, 7 and 8). Divide total professional development expenditures by 3. Cannot exceed this amount.

Example: **Round to the nearest whole dollar.**

1.	7,395
2.	1,680
3.	23,750
6.	64,690
7.	11,875
<u>8.</u>	<u>36,675</u>

Total. 146,065 divided by 3 = 48,688

(Amount for substitute teacher salaries cannot exceed this figure.)

6. Registration fees for, and travel expenses (including food and lodging) to professional development workshops and conferences, both in-district, in-state and out-of-state for certified individuals who have individual development plans on file. *May not include as expenditure if person is receiving college credit. If the expense is paid by the district and covers the costs of the seminar (not the cost for the college credit), then the expense is eligible.*
7. Salaries of secretarial personnel time, but such salaries shall not exceed the amount of one hour of secretarial wages for each certified employee having an approved individual development plan on file at the end of the school year.
8. Salaries paid to certified staff, during noncontractual times (2), for participation in a district and building level training or other staff development activities.
9. Total expenditures. Add lines 1-3, 5-8.
10. Projected state aid. Total expenditures time 50%.

\*\*\*\* Note: Final USD Professional Development aid is calculated either 50% of total eligible professional development expenses or ½ of 1% of the districts legally adopted general fund budget, whichever is the lesser amount.

For Interlocal and service centers, ½ of 1% of the total of the adopted general, vocational, special education, parents as teachers, and summer school fund budgets or 50% of total eligible professional development, whichever is the lesser amount.

If the total of professional development aid payment exceeds the funding available, payments will be prorated.