

Guidelines for Completing the Prior Approval Process

For any employee attending out-of-district professional development or requesting reimbursement for any out-of-district event, a prior approval form must be completed. Please follow these guidelines to insure the process is completed properly, so your reimbursement can be processed promptly.

For employee participating in activity:

1. **Before the activity (MUST be submitted 3 weeks prior to activity and/or registration deadline):**
 - a. Complete the following sections of pg. 1 of the Prior Approval Request:
 - i. Type of request (Prepay Registration, Travel, Substitute Pay, and/or Certificate Renewal)
 - ii. Demographic and activity information
 - iii. Estimated costs BEFORE activity
 - b. Sign and date pg. 1
 - c. Have your principal sign and date the form.
 - d. Attach the required documentation to your Prior Approval Request.

Required Documentation for Prior Approval Request	
Type of Request	Required Documentation
Workshop Registration Prepayment	Registration form with amount of registration fee
Tuition Reimbursement	<ul style="list-style-type: none">• Tuition receipt• Signed Tuition Reimbursement Memorandum of Agreement
Praxis or Pearson Testing Reimbursement	Receipt with amount paid for test(s)

- e. Make a copy of the Prior Approval Request and supporting documentation for your records. Send the request and documentation to the director of the department listed below according to the type of activity:
 - Exceptional Children—Deborah Spivey
 - Pupil Personnel Services—Heather Wing
 - CTE—Ken Buck
 - Technology—Ken Buck
 - NCPK—Kim Edwards
 - Elementary School Curriculum—Kim Edwards
 - Academically Gifted—Kim Edwards
 - Middle School Curriculum—Kathy Lewis
 - High School Curriculum—Kathy Lewis
 - Arts Education—Kelly Jones
 - School Counselors—Tamra Carter
 - Title III/ESL/Migrant—Deborah Suttles
 - Tuition Reimbursement—Julie Watson
 - Praxis or Pearson Testing Reimbursement—Julie Watson
2. Once the director approves or disapproves the activity, you will receive a copy of the Prior Approval Request Form. **Keep this copy to complete the After Activity portion once you complete the activity.**
3. **After you have completed the activity:**
 - a. Finalize the following sections of the Prior Approval Request:
 - i. Actual Costs
 - ii. Departure Date/Time
 - iii. Return Date/Time
 - iv. Actual Miles traveled (if travel reimbursement is requested)
 - v. Employee Signature
 - b. Make a copy of the completed Prior Approval Request and supporting documentation for your records. **For workshops, an agenda and/or certificate of completion MUST be attached to the form in order to process your reimbursement. For tuition reimbursement, a grade report must be attached.** Send the request and attachments back to the director who approved the activity.

For Central Office Directors:

1. The department director will review the form and approve or disapprove the employee's participation in the activity. If the activity is approved, the director will sign the bottom of the form, check the source of funds, and complete the prior approval request according to steps 2a-3e below. If the activity is not approved, the director will sign and check the "Activity NOT Approved" box and send a copy to the employee.
2. **Before the activity:**
 - a. On pg. 2 of the Prior Approval Request, complete the first box.
 - b. If the employee is requesting registration be prepaid, complete the second box. A REGISTRATION CONFIRMATION FORM **MUST** BE ATTACHED TO THE PRIOR APPROVAL IN ORDER FOR PREPAYMENT.
 - c. Make a copy of the Prior Approval Request and supporting documentation for your records. Send a copy of the Prior Approval Request (both pages) to the employee participating in the activity.
 - d. If registration must be prepaid, take a copy of the Prior Approval Request and registration receipt to finance for processing. **(MUST be completed 2 weeks prior to registration deadline to allow time for prepayment processing)**
3. **After the activity:**
 - a. The employee must complete all information after activity:
 - i. "After Activity" on the pg. 1 (including actual costs, departure date/time, return date/time, mileage if requesting reimbursement, and signature)
 - ii. An agenda and/or certificate of completion
 - iii. Receipts for registration, lodging, and gas (if purchased for county cars)
 - b. If all information in 3a is completed, the director will complete the Final Payment Approval (bottom box) on pg. 2.
 - c. If a certificate of completion is attached, give a copy of the certificate to Julie Watson to enter in HRMS.
 - d. Make a copy of the finalized Prior Approval Request and supporting documentation for your records.
 - e. Take the original, finalized Prior Approval Request and supporting documentation to finance for processing.