CASA
Professional Improvement Fund

There have been several changes with the Professional Improvement Fund reimbursement process. This overview should provide the necessary guidance for the tuition reimbursement program as well as for professional conferences and work-related travel.

Tuition Reimbursement

- Tuition Reimbursement still requires the paper application
- The PIF allows $400 per credit reimbursement with up to 9 credits per school year.
- E-Transcripts are now required.
- When requesting an E-Transcript for reimbursement you must identify the receiver.
    - Dr. Kenneth A. AMPARBIN
    - Paper applications should be forwarded to **Kamparbin@nps.k12.nj.us**
- Once the application and transcript has been received it will be reviewed for approval. All classes must relate to position/role.
- Once the application is approved an email will be sent confirming receipt as well as confirming approval.
- If an application is not approved an email will be sent outlining the criteria that must be met.

Professional Conferences/Training

- The total PIF available within one school year is $750.
- This amount is approved by the PIF Committee through the PeopleSoft Requisition System.
- The Professional Improvement Fund can reimburse for the following:
    - Registration
    - Hotel
    - Meals
    - Parking
    - Transportation
    - Baggage Fees
    - Mileage
- All requests for reimbursement for the above expenses must be entered through the PeopleSoft system
- All members wishing to utilize Professional Improvement Funds must have a vendor identification number created. This is done through the PeopleSoft system.
- All travel requires a justification of need. The data that is collected will be used by your PowerSchool Clerk to complete your requisition in PeopleSoft

*Forms are attached to this email to guide you in this process. Please be reminded that all requests must be uploaded in Peoplesoft. The only reimbursement request that will be submitted in paper form will be tuition reimbursement.

Overview of Reimbursement Categories

- **Registration**
  - Registration fees do not need to be paid in advance. In order to utilize PIF for registration fees members must have an invoice. This invoice will be uploaded into Peoplesoft.
- **Hotel**
  - The GSA (**General Services Administration)** Rate will be populated in Peoplesoft once the location of the conference is identified within the Peoplesoft System.
    - This rate is a standard amount. Your hotel rate can exceed the GSA Rate if you are staying at a conference sponsored hotel.
    - Airbnb Style lodging is permissible
    - In the event of a shared room, the cost must be itemized in Peoplesoft with a comment that indicates that the cost will be shared. When receiving the bill each CASA member must pay separately and each member must receive their own bill.
- **Meals**
  - Meals will be pre-populated in Peoplesoft and will be itemized by meal (breakfast, lunch, dinner).
  - Individual receipts must be maintained over the length of the conference
  - Meals can include food consumed at the airport within a 2-hour window of travel
  - Reimbursement cannot include food for a meal that is included within the conference fees.
- **Airfare** (Other modes of transportation)
  - Airfare must cover the time of the conference only
  - Airfare that exceeds the time of the conference will be prorated and a revision to the reimbursement will be made by the district based on the rate that covers the time of the conference
- **Baggage**
  - Baggage fees do not need to be paid in advance.
  - Baggage fees must be itemized in Peoplesoft
  - Additional baggage fees can be paid if additional baggage is needed due to needing items for presentations at conferences. In this case comments must be added to this section within Peoplesoft
- **Parking**
  - Can be airport parking
  - Can be daily parking at conference hotel
  - Can be an uber or other transportation mode
  - Members can use Taxifare finder and Uber Price Quotes to get itemized costs and invoices to upload into Peoplesoft

CASA PIF Committee:
Dr. Kennith Amparbin, **Vice President and Vice-Principal Representative**