



STAFF TRAINING REQUEST

****This request should reach your Supervisor at least 4 weeks in advance****

Policy: R400.0131 Professional Development Requirements (4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety, and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administration rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.

Procedure: Staff grade 4 and above and Child Care Partners use this form when requesting funds to attend a training/conference, attain a professional membership or to acquire CEUs. Use of this money requires administrative authorization that is prompted by this request and needs to be submitted 4 weeks in advance to your Supervisor. Refer to the Procedure Manual in the Time-Expense-Training section for further assistance using training funds.

COMPLETE ALL FIELDS

DATE REQUESTED: ____/____/____

NAME: _____ SITE: _____

DATE OF TRAINING: ____/____/____ TITLE OF TRAINING: _____

HOW DO THE TRAINING TOPICS SUPPORT YOUR PROFESSIONAL DEVELOPMENT/INDIVIDUAL GOALS:

ARE CENTER DAYS NEEDED OFF? ____ YES ____ NO IF YES, HOW MANY? ____

WHAT ARE YOUR SUBSTITUTE ARRANGEMENTS? _____

TRAINING SELF-REGISTRATION? OR TO BE COMPLETED BY PROGRAM SUPPORT:
SELF-REG ____ PROG. SUPP. ____ *****IF SELF-REG, YOU MUST ATTACH RECEIPTS/BACKUPS**

COMPANY/WEBSITE/LINK _____
PROVIDE ANY APPLICABLE PROFESSIONAL MEMBERSHIP NUMBER: _____

HOTEL SELF-REGISTRATION? OR TO BE COMPLETED BY PROGRAM SUPPORT:
SELF-REG ____ PROG. SUPP. ____ *****IF SELF-REG, YOU MUST ATTACH RECEIPTS/BACKUPS**

ARE YOU DIVIDING ANY TRAVEL/ROOM WITH ANOTHER? _____

COSTS BREAKDOWN:

Meals and Incidentals - Per Diem

(To be eligible for reimbursement of per diem expenses incurred during official travel the employee must stay overnight. To get the current per diem rates, see purple Overnight Travel Policy & Per Diem Calculation Sheet, and attach completed copy to this Training Request.)

City and State the training is taking place: _____

Total Per Diem Amount
(from purple Overnight Travel Per Diem Calculation sheet):... TOTAL \$ _____
Lodging: _____ # of nights @ \$ _____ TOTAL \$ _____ or Divided Amount \$ _____
Mileage Travel Expense: _____ # of Miles @ .45/Mile TOTAL \$ _____ or Divided Amount \$ _____
Registration Fees..... TOTAL \$ _____
Membership Renewal / CEU Fees (if applicable) TOTAL \$ _____
Notes: _____

COMPLETE ESTIMATED TOTAL (including registration): GRAND TOTAL: \$ _____

Supervisor Approval Initials: _____ AMOUNT APPROVED: \$ _____
Education Coach Consulted? Yes ____ No ____

Director Approval: _____ Self-Reg Receipts, Purple Per Diem, & Blue Check Request/Expense Report Are Attached As Required

Reference: Licensing Rule R400.0131 Professional Development Requirements



OVERNIGHT TRAVEL PER DIEM CALCULATION

Reimbursement Reconciliation

NAME: _____ DATE: _____

DESTINATION: _____ TRAVEL PURPOSE: _____

BEGIN DATE: _____ END DATE: _____ BY: auto air rail other

- Indicate ("X") correct Per Diem Rate, 1, 2, 3, or 4 below if Destination is Michigan or Out-of-State; "Select" or "All Others":
1. Michigan Select City/County Per Diem: \$44.75 Based on Breakfast \$10.25; Lunch \$10.25; Dinner \$24.25 = Total \$44.75
2. All other Michigan City Per Diem: \$36.00 Based on Breakfast \$8.50; Lunch \$8.50; Dinner \$19.00 = Total \$36.00
3. Out-of-State Select City Per Diem: \$51.25 Based on Breakfast \$13.00; Lunch \$13.00; Dinner \$25.25 = Total \$51.25
4. All Other Out-of-State City Per Diem: \$44.00 Based on Breakfast \$10.25; Lunch \$10.25; Dinner \$23.50 = Total \$44.00

Travel Day Meals: Departure time: before 9:00a.m = B+L+D Between 9:00a.m. & Noon = L+D; After Noon = D
Arrival time: before Noon = B; Between Noon and 6:00p.m. = B+L; After 6:00p.m. = B+L+D

No Meal Receipts are required for Per Diem reimbursement.

Table with 5 columns: Meals, Per Diem Value, # of Days, Total. Rows include Travel Day (Departure time), Full Day Per Diem Rate (1, 2, 3, or 4), and Travel Day (Arrival time).

TOTAL Per Diem (Show this amount on NMCAA Blue Expense Report) \$ _____

Overnight lodging (Hotel-issued receipt required for reimbursement, On-line confirmation NOT acceptable):

Conference hotel room rates are allowable while attending a conference;

If not associated with a conference room rates must not exceed \$75.00 per night (before tax)

OR must be arranged through Conlin Travel at 877-654-2179: (When calling Conlin Travel, state that you are employed with NMCAA which is a contractor/grantee for the Michigan Dept. of Human Services, and that you do not have a State ID. You will need to provide Conlin Travel with your email address and credit card # to reserve the room, and you will need to print and save their confirmation email to you)

This Calculation Form, your Hotel-issued receipt and all other receipts associated with this trip (parking, tolls, ground transportation, etc.) must be attached to and itemized on the NMCAA blue Expense Report. If Conlin Travel made your hotel reservation, their confirmation email to you must also be attached.

MICHIGAN "SELECT" Cities/Counties: Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City, Wayne & Oakland Counties

Out-of-State "Select" Cities:

Arizona: Phoenix, Scottsdale, Sedona

California: LA, (Los Angeles, Orange & Ventura Counties), Edwards AFB, Eureka, Arcata, McKinley Ville, Mammoth Lakes, Mill Valley/San Rafael/Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park

Colorado: Aspen, Steamboat Springs, Telluride, Vail

Connecticut: Bridgeport, Danbury

DC: DC & Alexandria, Falls Church, Fairfax & Counties of Arlington, Fairfax, in VA. Counties of Montgomery, Prince George in Maryland.

Florida: Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West

Idaho: Sun Valley, Ketchum

Illinois: Chicago (Cook & Lake Counties)

Louisiana: New Orleans

Maine: Bar Harbor

Massachusetts: Boston (Suffolk & Cambridge), Burlington, Martha's Vineyard, Woburn

Maryland: See DC, Baltimore City, Ocean City

Minnesota: Minneapolis, St. Paul (Hennepin & Ramsey County)

Nevada: Las Vegas

New Mexico: Santa Fe

New York: Lake Placid, Manhattan (Boroughs of Manhattan, Brooklyn, Bronx, Queens, Staten Island) River Head, Ronkonkoma, Melville Suffolk

Pennsylvania: Bucks County, Pittsburgh

Rhode Island: Bristol, Jamestown, Middletown/Newport (Newport County), Providence

Texas: Austin, Dallas, Houston, LBJ Space Center

Utah: Park City (Summit County)

Virginia: See DC

Vermont: Manchester, Stowe (Lamoille County)

Washington: Port Angeles, Port Townsend, Seattle

Reference: Department Of Technology, Management & Budget, Vehicle and Travel Services (VT'S)

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