

Teachers of Critical Languages Program

关键语言教师项目 برنامج معلمي اللغات الحرجة

www.tclprogram.org



*Enriching Foreign Language Abilities
Exchanging Professional Talents
Enjoying Cultural Differences
Expanding Students' Horizons*



Bureau of Educational
and Cultural Affairs

Professional Development Fund

The Teachers of Critical Languages Program allocates a professional development fund of up to \$400 to its exchange teachers so they can have access to teaching resources, classroom improvement materials, and professional development opportunities. This Professional Development Fund is separate from participants' monthly stipends. While the stipend is designed to cover participants' monthly expenses, the Professional Development Fund is specifically designed to support exchange teachers' classroom teaching and professional development.

The Professional Development Fund works on a reimbursement basis: Exchange teachers make purchases and later submit a form with receipts to American Councils to get reimbursed for expenses. It is important to keep in mind two important rules:

- 1) the Professional Development Fund expenses must directly relate to the exchange teacher's U.S. classroom teaching and
- 2) each expense **must** have a corresponding clearly legible receipt. Receipts in Chinese, Arabic, or other languages **must** have translation provided.

Exchange teachers may begin accessing their Professional Development Funds upon their arrival in their host communities. To be reimbursed for professional and academic expenses, exchange teachers must keep receipts and records of all of their expenses.

*Once \$100 of expenses have been compiled, exchange teachers should fill out a "Professional Development Fund Form", **attach all receipts**, and send it to the TCLP office via email, fax, or post. Reimbursement will take up to three weeks, not including mailing time, and, as possible, will be added to exchange teachers' monthly stipends.*

The TCLP office will keep track of remaining funds, but exchange teachers are responsible for being aware of how much of their Professional Development Fund remains. Exchange teachers will not be reimbursed for any expenses that exceed \$400, nor will they be reimbursed for expenses that are not approved by both their mentor teacher *and* the TCLP office.

The following additional rules apply to the Professional Development Fund:

- The Professional Development Fund limit for each exchange teacher is \$400. No additional funds can be provided under any circumstances;
- The exchange teacher must agree and sign that stated Professional Development Fund expenses relate to the goals of the Teachers of Critical Languages Program
- American Councils has final authority over whether an expense will be reimbursed;
- The Professional Development Fund cannot be used for traveling to events outside of the United States, including Canada and Mexico.
- No reimbursement can occur without corresponding receipts for approved uses
- **May 1, 2010**, is the final date to submit a Professional Development Fund report. Any amount of an Exchange teacher's Professional Development Fund which is not used by this date will be re-allocated to host schools for acquisition of resources that contribute to their Arabic or Chinese programs.

ACCESSING THE PROFESSIONAL DEVELOPMENT FUND

Appropriate uses of the Professional Development Fund include:

- Purchasing books, journals, photocopies, software and other materials related to an exchange participant's classroom teaching in the United States
- Attending conferences and workshops directly relating to an exchange participant's classroom teaching in the United States. Reimbursement may be obtained for the cost of a hotel, transportation, per diem, and registration fees
- Joining professional organizations and associations;

Some expenses that are NOT covered by the Professional Development Fund:

- More than \$100 towards the purchasing of camera, video equipment, CD player, or voice recorder for classroom teaching use
- A computer or computer hardware, such as printers, scanners, etc.;
- General professional development materials such as Guides to Academic Writing or webpage development manuals which are not directly related to classroom teaching;
- English as Second Language (ESL) materials
- Any materials for test preparation (TOEFL, GMAT, GRE, LSAT, etc.);
- Incidental hotel expenses during professional travel (such as telephone calls, movies, etc.);
- Non-professional excursions during professional travel. For instance conference organizers often arrange tourist trips. However, the Professional Development Fund may not be used to pay for this type of activity.

If there are any questions about whether a purchase will be approved by American Councils, exchange teachers should contact American Councils with specific questions prior to making a purchase.

COMPLETING A PROFESSIONAL DEVELOPMENT FUND FORM

To be reimbursed, exchange teachers must keep receipts and records of all expenses, and submit them to American Councils along with a ***Professional Development Fund Report Form***. The following instructions outline the procedure for submitting a Professional Development Fund report:

1. *Complete all sections of the form.*
 - Please type the form on a computer.
 - Label each section (such as I. Books; II. Conference, etc.) and list the expenses in each category.
 - Number each receipt and write the corresponding number in the left-hand column on the Professional Development Fund form.
 - Add the expenses to create a subtotal for each section and a total sum at the bottom of the page.
2. *Attach the numbered receipts to a page and photocopy the page.*
 - Do **NOT** send original receipts or invoices. Only attach photocopies. Keep original receipts on file for future reference.
 - Receipts must note the following information: (see example receipts)
 - Who purchased materials?
 - What materials were purchased?
 - Where were materials purchased?
 - When (on which date) were materials purchased?
 - Why are these materials / professional development necessary? (What is their use?)
 - Copy as many receipts as possible onto the same page.
 - Make sure all copies are clear and readable and that all receipts are numbered to correspond with the numbers in the left hand column of the Professional Development Fund form.
 - The name of the exchange teachers and a page number should be at the top of each page.
3. *Send the Professional Development Fund form and receipt copies to American Councils via:*
 - Fax to 202-833-7523 to the attention of TCLP;
 - Scan and e-mail to TCLP staff;
 - OR mail to:

American Councils for International Education
Teachers of Critical Languages Program
1776 Massachusetts Avenue, NW, #700
Washington, DC 20036

USING THE PROFESSIONAL DEVELOPMENT FUND FOR CONFERENCES AND TRAVEL

Conferences

Expenses at a conference that can be reimbursed with the Professional Development Fund include travel to and from the event, local transportation at the conference site, conference registration, hotel, and per diem during the event. "Per diem" is money paid for meals (not including alcohol) during the event.

Approval for Conference and Professional Travel

In addition to the Professional Development Fund form, the following procedures should be followed:

- To attend a conference or professional meeting, Exchange teachers must complete a Professional Travel Approval Form **three weeks** in advance of the event.
- The administrative representative from the exchange teacher's host school **must sign** the form. American Councils strongly supports school administrations' leave policies. As exchange teachers secure professional leave to miss classroom teaching to attend professional development, American Councils will likewise approve if the opportunity benefits the exchange teacher's teaching abilities in his/her U.S. classroom.
- Forms should be sent by fax or email to American Councils / TCLP (202-833-7523)
- Like other Professional Development Fund expenses, conferences and professional meetings must relate to the exchange participant's classroom teaching in the United States
- For non-conference, professional travel, please follow the additional instructions requested on the form. This kind of travel includes visiting another academic institution or an academic/professional organization, in order to network with other professionals and to gather new resources for your work.

Traveling by Car

If an exchange teacher travels to a conference or meeting by car, the Professional Development Fund will pay for travel according to the number of miles driven. To be reimbursed for mileage, calculate the number of miles to and from a particular destination. This may be done by visiting maps.yahoo.com, mapquest.com, or www.googlemaps.com and printing out driving directions. Submit the print out of this information with your Professional Development Fund report.

To Calculate Mileage:

- Multiply the number of miles by two to get the number of miles for a round-trip.
- Multiply the total number of miles by \$0.55. This is the IRS' official mileage rate for 2009 and is subject to change.
- American Councils reserves the right to reimburse an amount equal to a plane or train ticket, if it is less than the cost of the mileage.

Requesting Per Diem Expenses

When attending a conference or a professional meeting, Exchange teachers may receive "per diem" to cover the costs of food for each day or partial day they attend. The following rules apply:

- Exchange teachers may receive \$40 for every full day of professional activities including travel to those professional activities.
- When necessary, per diem expenses are separated into the costs for each of the three meals in a day: \$8 for breakfast; \$12 for lunch; and \$20 for dinner. For instance, if a person travels at 3 p.m. on Monday, attends a conference on Tuesday, and travels home on Tuesday night, they would be eligible to receive \$60: \$20 to cover dinner on Monday and \$40 for food on Tuesday
- Per diem is calculated from the dates written on the *Professional Travel Approval Form*.
- If the conference registration fee pays for certain meals during the conference, exchange teachers should deduct the cost for those meals from the per diem request.

**PROFESSIONAL DEVELOPMENT FUND REPORT FORM
FAX TO TCLP (202-833-7523)**

I. Teaching or Classroom Materials

Receipt #	Description	Purchase Date	
SUBTOTAL			\$

II. Conference:

Receipt #	Description	Purchase Date	
SUBTOTAL			\$

TOTAL P.D.F. REIMBURSEMENT REQUEST:	
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EXCHANGE TEACHER'S NAME (PRINT): _____

EXCHANGE TEACHER'S SIGNATURE: _____

HOST SCHOOL: _____

MAILING ADDRESS TO WHICH REIMBURSEMENT SHOULD BE SENT:

Name

Street Address

Apt. Number (as applicable)

City, State, Zip Code

PROFESSIONAL TRAVEL APPROVAL FORM

To be completed by the TCLP Exchange Teacher:

EXCHANGE TEACHER'S NAME: _____
HOST SCHOOL: _____
NAME OF CONFERENCE*: _____
LOCATION: _____
WEBSITE: _____
DATES OF CONFERENCE: _____
DATES OF TRAVEL: _____
REGISTRATION FEE: _____
LIST ANY MEALS INCLUDED IN REGISTRATION FEE: _____
PER DIEM REQUEST: _____
REASONS FOR ATTENDANCE:
<input type="checkbox"/> ATTENDEE/AUDIENCE MEMBER
<input type="checkbox"/> GIVE A LECTURE
<input type="checkbox"/> OTHER
REASON: _____

American Councils strongly supports school administrations' leave policies. As exchange teachers secure approval to miss classroom teaching to attend professional development, American Councils will likewise approve if the opportunity benefits the exchange teacher's teaching abilities in his/her U.S. classroom.

Signature of Approval:

ADMINISTRATIVE REPRESENTATIVE: _____ **DATE** _____

**If the professional travel is not for a conference, please attach a schedule of meetings and/or activities for each day of travel. Please be specific as possible, with names of individuals, offices, departments, and the general goal of each meeting or activity.*