

## RARE AMERICORPS PROGRAM PROFESSIONAL DEVELOPMENT ALLOWANCE POLICY

The RARE AmeriCorps Program provides a professional development allowance<sup>1</sup> for all RARE AmeriCorps Members to utilize during their term of service. Funds may be used to attend formal training opportunities such as: conferences, workshops, webinars, etc.

The RARE AmeriCorps Program Director and Member must agree that the specific training opportunity will contribute to the member's professional growth. As illustrated below, the amount of funds a RARE AmeriCorps Member is eligible to receive is based on the following status:

- 1<sup>st</sup> year RARE AmeriCorps Members are eligible to receive up to \$300 in professional development funds.
- 2<sup>nd</sup> year RARE AmeriCorps Members are eligible to receive up to \$500 in professional development funds.

Once an appropriate training opportunity has been selected by the RARE AmeriCorps Member, they will need to contact the RARE AmeriCorps Program Director to obtain final approval. This is done by filling out and submitting a Professional Development Allowance Request Form which can be found on the [Program Resources](#) page of the RARE AmeriCorps Program website.

Funds may be used for more than one training opportunity. Training costs can include registration fees, transportation, lodging or meals associated with the event. This allowance can be utilized in three ways:

### Reimbursement to the member for costs incurred

Training: Prior to attending the training, the member must submit a travel request on [Concur](#). This pre-trip request must be submitted in addition to the Professional Development Allowance Request Form described above. The pre-trip request should include costs relating to the training which may include, but are not limited to, overnight accommodation, meals, mileage, or registration fees. After attending the training, the member must turn their approved pre-trip request form into a post-trip travel expense report on [Concur](#). Follow the procedures and policies required of any other RARE travel expense report. A copy of the agenda, syllabus or other appropriate handout from the training along with any other required receipts must be

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<sup>1</sup> Any additional costs beyond the allowance would be the responsibility of the member or their host site.

attached to the reimbursement form. Acceptable costs up to the allowed amount will be reimbursed by the RARE AmeriCorps Program.

### **Reimbursement to the community/agency for costs incurred**

The community or agency may submit an invoice to the RARE AmeriCorps Program requesting reimbursement for expenses related to the RARE AmeriCorps Member's attendance at an approved training opportunity. Copies of receipts, showing proof of payment, should be included with the invoice along with a conference agenda or other supporting documentation as applicable.

### **Direct payment of expenses**

In some cases, it may be possible to arrange for direct payment of expenses relating to a training opportunity. Contact the RARE AmeriCorps Program Director in advance (at least 30 days) of the event in order to inquire about direct payments.

### **Deadline to submit request form**

RARE AmeriCorps Members must submit Professional Development Allowance Request Forms at least 14 days prior to the end of their term of service. Failure to do so will result in loss of all remaining professional development funds.