

## **Technical Support Professional Continuous Improvement Fund – 2024-2025 School Year Funding Transfer Process Instructions**

### **TSP-CIF FUNDS TRANSFER TO LOCATION BUDGET**

The Non-Instructional Development Office will coordinate with the Budget Office transfer of the approved allocated funds based on the approved applications submitted by the TSP staff currently employed at the location and reviewed by the TSP-CIF Committee. Activity 62009 will be increased by the total amount awarded to cover TSP-CIF reimbursement for the 2024-2025 school year. Please share this information with your Bookkeeper/Budgetkeeper, as the Check Request/Travel Voucher must have the line of coding for TSP-CIF – (57330000 or 53380000). ALL required documents as outlined in the TSP-CIF Reimbursement Request form must be turned in prior to submitting to Accounts Payable for processing.

### **TSP-CIF REIMBURSEMENT REQUIREMENTS**

All reimbursement requests must be submitted with the approved 2024-2025 TSP-CIF Application Status letter, a completed TSP-CIF Reimbursement Request Form, a completed Check Request and ALL required documents as outlined on the TSP-CIF Reimbursement Request form and in the TSP-CIF guidelines. Reimbursement requests must be provided to the location Bookkeeper/Budgetkeeper for processing. All TSP-CIF requests must be completed during the 2024-2025 TSPCIF period of June 1, 2024 - May 31, 2025. Employee must submit paperwork for reimbursement no later than June 2, 2025.

### **REIMBURSEMENT FOR WCCCI (WORKSHOP/CONFERENCE/CONVENTION/COURSE/INSTITUTE) -53380000**

***THERE WILL BE NO CHANGES TO APPROVED ACTIVITIES.*** TSP-CIF funds awarded for WCCCI will only be reimbursed for the approved amount not to exceed \$2,500 and in accordance with TSP-CIF guidelines. Award is for the approved WCCCI and under no circumstance should TSP personnel be reimbursed for exam / license fees, materials, travel, parking, car rental, hotel accommodations/expenses or supplies purchased while attending their approved WCCCI. Credit card statements are not substitutes for receipts. To be eligible for reimbursement, employee must satisfactorily complete the WCCCI.

### **REIMBURSEMENT FOR TUITION - 57330000**

***THERE WILL BE NO CHANGES TO APPROVED ACTIVITIES.*** TSP-CIF funds awarded for Tuition will only be reimbursed up to the approved amount not to exceed \$2,500 and in accordance with TSP-CIF guidelines. Award is for the approved course(s) and under no circumstance should TSP personnel be reimbursed for exam / license fees, materials, travel, parking, car rental or hotel accommodations/expenses or supplies purchased while attending their approved course(s). Requests for payment should not be submitted until course work has been completed and credit hours and a grade are issued. To be eligible for reimbursement, employee must obtain a passing grade, and college level credits must be received from an accredited college or university. The receipt must indicate the university/college showing course(s) and tuition amount, proof of tuition payment, and transcripts (official not required), and the grade report indicating final grade and date course was taken.

The TSP-CIF guidelines and processes are available on the Non-Instructional Development website at <https://www.browardschools.com/TSPCIF> under the “Technical Support Professional (TSP) Continuous Improvement Fund (CIF)” portal.

All questions and inquiries should be emailed to: [TSP-CIF@browardschools.com](mailto:TSP-CIF@browardschools.com).