

# Professional Development (function codes 221 or 283) Program Design Checklist

- Tuition reimbursement is not an allowable cost under professional development or any other function code in the Office of Special Education allowable cost guide
- Use function codes 221 or 283
- State whether this is a
  - Workshop
  - Conference
  - On-site training/seminar
  - Other (please describe clearly)
- Out of State Travel for Professional Development**
  - Obtain approval from the Office of Special Education (OSE)
  - State the number of people attending and/or receiving professional development
  - State the name of the conference, event, and/or workshop
  - State the location of the professional development
  - State the registration fees paid per person
  - State the cost of meals per person
  - State the cost of lodging per person
  - State the cost of travel per person