RARE AmeriCorps Program
Professional Development Allowance Policy

The RARE AmeriCorps Program provides a professional development allowance for all RARE participants to utilize during their term of service. Funds may be used to attend a conference, workshop or training (hereafter “event”), or to purchase other resources (i.e., subscription to professional magazine). The RARE supervisor and participant must agree that the specific event or resource will contribute to the participant’s professional growth. As illustrated below, the amount of funds a RARE participant is eligible to receive is based on their status as a 1st or 2nd year RARE participant.

- 1st year RARE participants are eligible to receive up to $300 in professional development funds.
- 2nd year RARE participants are eligible to receive up to $500 in professional development funds.

Once an appropriate event or resource has been selected and agreed upon by the RARE participant and supervisor, the RARE participant 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 Online Docs page of the RARE website.

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

Reimbursement to the participant for costs incurred
Events: Prior to attending the event, the participant 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 event which may include, but are not limited to, overnight accommodations, meals, mileage, or registration fees. After attending the event, the participant 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 event along with any other required receipts must be attached to the reimbursement form. Acceptable costs up to the allowed amount will be reimbursed by the RARE AmeriCorps Program.

Resources: After incurring a cost for an allowable resource the participant should work with the RARE Grants Administrator to arrange for reimbursement.

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 participant’s attendance at an approved event or purchase of an approved resource. 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, for example, registration fees, or subscriptions. Contact the RARE Grants Administrator well in advance (at least 30 days) of the event in order to inquire about direct payments.

Questions? Contact Titus Tomlinson, Acting RARE AmeriCorps Program Director

Any additional costs beyond the allowance would be the responsibility of the participant or his/her community.