

## AISP Grant Directions

To apply for an AISP grant you must have pre-approval **before** any expense is incurred. Please refer to Article 12 of your Collective Bargaining Agreement for details of this grant. You should also review the AISP Grant Package listed on the BSD website under HR and then Collective Bargaining.

<https://bsd405.org/wp-content/pdf/cba/aisp-grant-application-packet.pdf>

To submit your application materials:

- Login to Employee Self-Service:  
<https://bellevuesd405waemployees.munisselfservice.com/login.aspx>

- You will see this:

Welcome to BSD Employee Self Service! **Need help?** Visit our [User Guide](#) or [FAQs](#).

**New** [Pre-Approvals and Expense Reimbursement Requests](#) Application.

This **NEW** application should be used to submit:

- Pre-Approval request for Travel or Registration
- Pre-Approval request for Professional Development Funds
- Pre-Approval AISP Grant Applications
- Claim Reimbursement Request
- Mileage Reimbursement Request

A User Guide for the Pre-Approvals and Expense Reimbursement Request Application can be found in the top menu of the application.

Professional Development questions? Contact [hr@bsd405.org](mailto:hr@bsd405.org)

All other questions? Contact [accounting@bsd405.org](mailto:accounting@bsd405.org)

- Click on the blue pre-approval link on first line.
- Once logged in you will see this:

Pre-Approvals And Expense Reimbursement Requests

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\* I'm Making a Pre-Approval Request On Behalf Of

Make A Pre-Approval Request

<p style="font-size: x-small; color: red;">Travel/Registration ONLY *</p> <p style="font-size: x-small;">Select When Travel/Registration is Required and NOT requesting PD Funds</p>	<p style="font-size: x-small; color: red;">Travel/Registration &amp; using PD Funds *</p> <p style="font-size: x-small;">Select When Travel/Registration is Required and requesting PD Funds</p>	<p style="font-size: x-small; color: red;">Professional Development Funds Only *</p> <p style="font-size: x-small;">Select When No Travel/Registration is Required</p>
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Make A Travel/PD Reimbursement Request

<p style="font-size: x-small; color: red;">Claim Personal Travel &amp; PD Expenses</p> <p style="font-size: x-small;">A Pre-Approval Request must be in PRE-APPROVED status</p>	<p style="font-size: x-small; color: red;">Mileage Reimbursement - Non-Travel Related</p> <p style="font-size: x-small;">Select if Reimbursement is not related to a Travel Pre-Approval</p>	<p style="font-size: x-small; color: red;">Request Form</p> <p style="font-size: x-small; color: red;">Claim for Reimbursement Expenses - Non-Travel/PD Related</p> <p style="font-size: x-small;">Click Here if Reimbursement is not related to a Travel or PD Pre-Approval</p>
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- Click the box on the first row far right, “Professional Development Funds.”
- Make sure to upload course description and cost of class to the workflow.
- If you have any questions, please contact [Hr.info@bsd405.org](mailto:Hr.info@bsd405.org) .