

Request for Workshop/Activity/Meeting

Request Number: _____

Name/s _____

Title of Workshop: _____

Workshop Location: _____

Hotel: _____

Dates Hotel Needed: _____

Purpose of the workshop:

Date/s of the workshop: _____

Substitute needed: yes no

PROJECTED EXPENSES:

1. Mileage _____ miles at \$0.25/mi \$ _____

2. Transportation other than automobile \$ _____

3. Parking \$ _____

4. Food for _____ days for _____ people* \$ _____

[\$5=breakfast, \$10=lunch, \$15=supper]

*Overnight trips only or with permission of the Supt.

5. Prepaid banquet tickets for _____ people at \$ _____/person \$ _____

6. Estimated hotel/motel cost \$ _____

[Room will be paid at 100% with the proviso that the Board of Education reserves the right to reject amounts above reasonable and customary]

7. Tuition/Fee \$ _____

8. Other: _____ \$ _____

_____ \$ _____

TOTAL ESTIMATED EXPENSES \$ 0

All receipts for parking, travel, room, food, etc are to be turned into the Supt office upon return and excess money returned.

Employee signature

Date of request

Principal signature

Date of approval

Superintendent signature

Date of approval

Funding Source _____

Office Use:

Given Miscellaneous Check on _____ # _____

Paid/Mailed fee/tuition on _____ # _____

Paid/mailed banquet tickets on _____ # _____

Additional Questions For Professional Development Activities

1. How will this activity enhance your ability to perform your job function? How will you apply the knowledge/learning to your work?
2. How will you ensure sustained growth and development regarding information gained/learned from this professional development activity?
3. How will you share knowledge gained with others in your building or department? In what time frame?