



PROFESSIONAL DEVELOPMENT FORM

APPLICANT: _____	<input checked="" type="checkbox"/> Please V which applies	Approved Amount
EMPLOYMENT POSITION: _____	<input type="checkbox"/> Director/Supt/CFO Requested	\$ _____
SCHOOL OR DEPARTMENT _____	<input type="checkbox"/> School/Department PD	\$ _____
	<input type="checkbox"/> Administrator PD	\$ _____
	<input type="checkbox"/> Personal (Earned)	\$ _____

Conference Details: (Please attach program information)

Conference : _____ **Start Date & Time** _____

Location: _____ **End Date & Time:** _____

Nature of the conference:

Projected Expenses:

Please have the appropriate signatures at least two weeks prior to the conference.

Registration Fee: \$ _____	Applicant: _____	Signature _____	Date _____
Accommodations – Hotel/Motel: \$ _____	Administrator / Supervisor: _____	Signature _____	Date _____
or Private @ \$35/night: \$ _____	Director / Superintendent / CFO: _____	Signature _____	Date _____
Transportation (carpooling is encouraged)	(when required)	Signature _____	Date _____
_____ km x \$0.5724: \$ _____			
Airfare: \$ _____			
Meals (B-\$16, L-\$23, S-\$31): \$ _____			

Actual Expenses

Registration Fee (receipt): \$ _____	Pd by P' Card <input checked="" type="checkbox"/>	Pd by Sch/Div <input checked="" type="checkbox"/>	Was this conference valuable?
Accommodations – Hotel/Motel – (receipt): \$ _____			
or Private @ \$35/night: \$ _____	n/a	n/a	Applicant: _____
Transportation (carpooling is encouraged):			
_____ km x \$0.5724 : \$ _____	n/a	n/a	Administrator / Supervisor: _____
Airfare: \$ _____			Director / Superintendent / CFO: _____
Meals _____ Breakfast @ \$16: \$ _____	n/a	n/a	(when required)
(per diem) _____ Lunch @ \$23: \$ _____	n/a	n/a	
_____ Supper @ \$31: \$ _____	n/a	n/a	
Other: \$ _____			
Total payable to Applicant \$ _____			

Submission Date: _____

Office Use Only:

Department	Instructional – Division	Instructional - Decentralized
LEADS/FINANCE 1-2-11-160-224- _____	Teachers 1-2-12-160-223- _____	Teachers 1-2-12-160-223- _____-998
MAINTENANCE 1-2-13-160-224- _____	Non-Teachers 1-2-12-160-224- _____	Support Staff 1-2-12-160-224- _____-998
TRANSPORTATION 1-2-14-160-224- _____	PreK Teachers 1-2-21-160-223- _____-295- _____	Personal PD 1-2-12-160-225- _____-963- _____
	PreK Support Staff 1-2-21-160-224- _____-295- _____	Principals (Vice) 1-2-12-160-226 _____-950- _____