PROFESSIONAL DEVELOPMENT FORM

Northwest School Division #203

		√	Please √ which applies	Approved Amount
APPLICANT:		☐	**Director/Supt/CFO Requested**	$
EMPLOYMENT POSITION:		☐	**School/Department PD**	$
		☐	**Administrator PD**	$
SCHOOL OR DEPARTMENT		☐	**Personal (Earned)**	$

Conference Details: (Please attach program information)

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

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

Nature of the conference:

Projected Expenses:

Registration Fee: $

Accommodations – Hotel/Motel: $

or Private @ $35/night: $

Transportation (carpooling is encouraged)

_____ km x $0.5724: $

Airfare: $

Meals (B-$15, L-$20, S-$30): $

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

Applicant: _____ Signature _____ Date

Administrator / Supervisor: _____ Signature _____ Date

Director / Superintendent / CFO: (when required) _____ Signature _____ Date

Actual Expenses

		Pd by P'Card √	Pd by Sch/Div √
Registration Fee (receipt):	$		
Accommodations – Hotel/Motel – (receipt):	$		
or Private @ $35/night:	$	n/a	n/a
Transportation (carpooling is encouraged):			
_____ km x $0.5724 :	$	n/a	n/a
Airfare:	$		
Meals ____ Breakfast @ $15:	$	n/a	n/a
(per diem) ____ Lunch @ $20:	$	n/a	n/a
____ Supper @ $30:	$	n/a	n/a
_____ Other:	$		
Total payable to Applicant	**$**		

Was this conference valuable?

Applicant: _____ Signature _____ Date

Administrator / Supervisor: _____ Signature _____ Date

Director/ Superintendent/ CFO: (when required) _____ Signature _____ **Date**

Submission Date: _____

Office Use Only:

Department

LEADS/FINANCE 1-2-11-160-224- ___-___-_____

MAINTENANCE 1-2-13-160-224- ___-___-_____

TRANSPORTATION 1-2-14-160-224- ___-___-_____

Instructional – Division

Teachers 1-2-12-160-223- ___-___-_____

Non-Teachers 1-2-12-160-224- ___-___-_____

PreK Teachers 1-2-21-160-223- ___-295-_____

PreK Support Staff 1-2-21-160-224- ___-295-_____

Instructional - Decentralized

Teachers 1-2-12-160-223- ___-998

Support Staff 1-2-12-160-224- ___-998

Personal PD 1-2-12-160-225- ___-963-____

Principals (Vice) 1-2-12-160-226 ___-950-____