

**PROFESSIONAL DEVELOPMENT/
CONFERENCE REQUEST FORM**

PD/Conf Form to be submitted to the Curriculum Department **15 days** prior to registration deadline.

BUILDING
Please Select Building Form Drop Down Below

Only Date(s) listed on the Conference Request Form will be paid
Curriculum Department is to be notified if Conference is **cancelled** or you do not attend

Name: _____ Name of Conference: _____
Please Print Please Print

Conference Date(s): _____ Total # of Days _____

If your conference is more than 1 day, please list all dates for that individual conference.

Substitute Needed Yes No

Purpose/Skills Addressed _____

Out of State Conference Yes No

Reimbursable Items		Estimated Expenses	Pre-Paid Expenses	Actual Reimbursement to Employee
1	Professional Development/Conf. Fee	\$	\$	XXX
2	Lodging per Day: (Tax Exempt Form required for Lodging @ Accts. Payable)	\$	\$	
3	Total # of Nights overnight:			
4	Multiply Lines 2 and 3:	\$	\$	\$
5	Meals: (itemized receipts required for reimbursement)	\$	XXX	\$
6	Mileage Round Trip (estimated): (Google or Mapquest print out required for reimbursement)	Miles	XXX	Miles
7	Other (Specify):	\$	XXX	\$
Total:		\$	\$	\$
Accounts Payable Department Only:				



A Summary of Conference Form must be submitted within 30 calendar days of Conference. Please check here to acknowledge this requirement.

Staff's Signature

Date Submitted



This PD/Conference will be paid from the Curriculum Grant Account. The Curriculum Director will assign the account number.

Account Code for PD/Conference Expenses
w/ Mileage

Account Code for Substitute

Supervisor's Signature

Date

Curriculum Director's Signature

Date

Please keep a copy for your records. Attach **ALL** original receipts to your copy and forward to Accounts Payable Department at Central Office for any reimbursements.



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Name: _____
Please Print

Name of Conference: _____
Please Print

Conference Date(s): _____

Total # of Days _____

1. Explain how you hope this conference will assist you with personal professional development goals or school improvement goals. Site the goal(s).

2. How will you disseminate the information you receive? (you must summarize the most important concepts you've assimilated and how you plan to use the new information in your teaching and learning). Give proposed date presentation.
