

# Staff Development Request For Approval

**Note: To be eligible for funding, this request must be approved no later than 10 school days prior to the event.**

Check the box next to the associated program's funds you are requesting:					
Federal	CTE	SPED	Pre-K	Gen. Budget	CSH
School: _____			Date of Application: _____		
# Administrators Attending: (List Names Below)		# Teachers Attending: (List Names Below)			
1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
7. _____	8. _____	(attach additional page if more than 8 to attend)			
Activity Title: _____					
Description: (Attach Agenda/Brochure) _____					
Dates of Activity: _____					
Will Leave On: _____			Will Return to Work On: _____		
Travel Destination (City) _____ (No Out-Of-State)					
Anticipated Expenditures (Check All That Apply):					
_____ Mileage	_____ Lodging	_____ Registration	_____ Meals	_____ Substitute Teacher	
Please indicate which of the following your requested activity supports:					
_____ School Improvement Plan	_____ BOE Strategic Plan	_____ Individual Growth Plan			
<b>NOTES:</b>					
1. Forms should be submitted at least ten (10) school days prior to the event. Requests must be approved before attending the event.					
2. Turn in a separate form for each event that you plan to attend. Turn this in to the appropriate office for the funding source you indicated above.					
3. Be sure you complete the "Professional Development Assurances" on the reverse side of this page.					
4. After receiving approval, the school is responsible for all registrations unless directed otherwise by the supervisor.					
5. In order to be a good steward of taxpayer's money, carpooling is mandatory. If more than one person is attending the same meeting and you choose not to carpool, you may not apply for mileage reimbursement.					
6. Reimbursement for overnight lodging will not be paid if a meeting is within 50 miles of your duty station and / or your residence.					
7. Meal receipts must be attached to the travel form for reimbursement. Note: Amounts reimbursed will follow the meal allotment determinations (Breakfast \$13; Lunch \$15, Supper \$26). In-county meals will not be reimbursed.					
8. Mileage will be reimbursed at \$0.59 per mile.					

**Reviewed and Approved By:**

\_\_\_\_\_ Principal's Signature  
 \_\_\_\_\_ Supervisor's / Program Director's Signature

\_\_\_\_\_ Denied by \_\_\_\_\_ Comments: \_\_\_\_\_