

***GENERAL FUND PROFESSIONAL DEVELOPMENT MONEY REIMBURSES ONLY REGISTRATION FEES OR ACADEMIC CREDIT FEES.

STEP ONE COMPLETE STEP ONE AND STEP TWO PRIOR TO THE CLASS, CONFERENCE OR WORKSHOP

Requests not Pre-Approved will not be considered

NAME _____ DATE _____

BUILDING _____ LICENSED _____ CLASSIFIED _____ ADMINISTRATIVE _____

DOES THIS ACTIVITY SUPPORT YOUR PROFESSIONAL DEVELOPMENT PLAN? _____ YES _____ NO

CLASS/CONFERENCE/WORKSHOP TITLE _____

DATE(S) ATTENDING _____ LOCATION _____

REGISTRATION FEE \$ _____ OR TUITION FEE \$ _____

YES NO substitute will be employed (Conference or Workshop Only)

Approved Disapproved _____
Supervisor/Administrator

STEP TWO SEND TO STEVE MARTINELLI, DISTRICT ADMINISTRATOR

Approved Disapproved _____
District Administrator

STEP THREE Return to building secretary Funding source _____

Retain copy for payroll Return original to staff member

STEP FOUR AFTER attending the conference, workshop or class, sign below and attach itemized receipts, grade slip if applicable and return to District Administrator. Registration cost is reimbursed when a receipt is turned in. Copies of grade slip and receipt of payment are needed for reimbursement of academic credit.

The pre-approved form plus proof of payment and grade (if applicable) must be submitted within 30 days of completion of activity or by June 1st, whichever is earlier.

I certify this reimbursement claim is true and correct; no part has been prepaid, except those specified.

Teacher/Staff Signature Date _____

Business Manager Date _____

Office Use only _____
Accounting

Approved Amount