

Professional Development Fund Request Form

IMPORTANT: Please read the PDF guidelines prior to completing this form.

Instructions:

Parts I, II and III are to be completed by the applicant; part IV by the PDF committee. If approved, reimbursement is contingent upon submission of all documentation per the guidelines. Submit the following 30 - 120 days prior to the conference date:

- PDF request form
- Explanation of how this conference directly relates to assigned teaching responsibilities
- A brochure, registration and/or announcement regarding the conference

Please make a copy for your records and submit original to: PDF Committee c/o Human Resources, Education Center.

Part I – Type or Print

Last Name	First Name	MI	Social Security #
Address	City	State	Zip Code Telephone #
School/Office		Assigned Subject/Grade Level	
Place of Meeting (City/State)			
Date(s) of Meeting: _____		Circle Appropriate Quarter: 1 2 3 4 Summer	

Are you a full-time teacher?	Yes	No	Are you a long-term or daily sub?	Yes	No	Are you a curriculum council chair?	Yes	No
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Part II – Expenses

Complete Prior to Trip	Cost	Amount Approved
Registration Fee	\$	\$
Transportation (airlines, bus, etc.)	\$	\$
Mileage – Personal Car (number of miles only)	mi.	mi.
Meals	\$	\$
Lodging	\$	\$
Total Expenses	\$	\$
Number of days a substitute is needed (maximum of 3 days) _____		

Part III -

I certify that the above information is true _____
(Signature of Applicant/Date)

A form either approving or denying this request will be sent to the applicant. Reimbursement occurs after the conference upon submission of appropriate documentation.

Part IV – To be completed by PDF Committee

Approved: ____ YES NO ____ Approved Reimbursement \$ _____

Number of days sub needed: ____ x \$85.00 = _____ Total Payment _____

Signature of PDF Committee Member _____ Date: _____

IF YOU DO NOT USE OR WILL NOT USE THE APPROVED ALLOCATION, PLEASE LET THE COMMITTEE KNOW IMMEDIATELY SO FUNDS CAN BE USED TO SUPPORT OTHERS' TRAVELS