

PROFESSIONAL DEVELOPMENT REQUEST/PURCHASE ORDER

CONFERENCE or WORKSHOP

Date Rec'd in WSSU Office

PO #

Professional development is subject to administrative approval.

Prior to registration, please submit this completed form to the Building Principal for signature, along with ALL of the following:

- ✓ **Leave slip** ✓ **Completed Registration form** ✓ **Brochure or material detailing fees and description of conference/workshop**

In order to ensure Conference or Workshop approval, registration, and advance payment (if required) before attendance, this form must be submitted at least 3 weeks prior to date of the Conference or Workshop to WSSU

School/Dept:

WSSU	Support Staff
NES	
Roxbury	Teacher
NMHS	

PROFESSIONAL DEVELOPMENT INFORMATION

Title: _____

Vendor: _____

Date(s) of Conference or Workshop: _____ Location: _____

This conference/workshop relates to:	my IPDP/IPLP (please attach)	my PPDP	School Plan/Initiatives
Registration (Upon approval):	I will register for this event	Please submit registration on my behalf (fax/mail only)	
Registration fee:	_____		

_____	_____	Approved	Not Approved
_____	_____	Approved	Not Approved

EXPENSES - The Superintendent may approve use of professional development money for other expenses.

No expense reimbursement requested

*Overnight conferences: Lodging, travel and meals (\$50.00/day max for meals) Detailed receipts MUST be submitted for reimbursement.	ESTIMATE	ACTUAL
Lodging:	\$ _____	\$ _____
Meals:	\$ _____	\$ _____
*Mileage: Current rate is _____ cents per mile x _____ estimated miles <small>(mileage needs to be submitted on a mileage form)</small>	\$ _____	\$ _____
Total:	\$ 	\$
Eligible for Reimbursement:	\$ 	\$

_____	_____	Approved	Not Approved
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ADMINISTRATIVE USE

Copy to Employee on: _____ Acct #: _____

Registration sent on: _____ Via: Mail/Fax/Employee

Business Office use: Direct Pay to: _____ Acct# _____ Amt: _____

Approval: _____