## **Professional Staff Training, Workshops and Conferences**

File: GCID-E

(Professional Development Reimbursement Request)

Staff members who plan on participating in professional development activity for which they expect to receive reimbursement for and/or will be absent from their normally assigned duty, must complete this form and have it approved by the supervising principal and the superintendent prior to participation in the activity. Once the activity is completed, the employee must submit a purchase order request with attached receipts, along with an approved copy of this form, to the business office in order to receive reimbursement. If the attendance is approved, the employee is responsible for completing the appropriate leave requests.

Applic	cant's nameol	Position
1.	My attendance at this activity has been requested by my administrator yes no	
2.	Purpose of request [ ] Conference workshop, professional meeting [ ] College course [ ] Other (explain)	
3.	Attached description of proposed activity, including when, where, etc. (Workshop brochure, college course outline, etc.)	
4.	Specify how this activity will assist you in meeting your professional goals and the goals of the school to which you are assigned (attach statement)	
5.	Describe estimated expenditures for which you expect to	b be reimbursed:
6.	Will a substitute be required in your absence?yes _	no
TO BE COMPLETED BY THE APPLICANT'S SUPERVISING PRINCIPAL (if applicable)		
	e reviewed this request and recommendapproval st based on the following:	
Signature of principal date		date
	NOTE: For additional details for teachers, see !Negotiated Policies Leave	es," Policy 10-Annual

Issued: March 1995

Revised: December, 2005