

### EDUCATIONAL SUPPORT PROFESSIONAL DEVELOPMENT APPLICATION

This application must be received by the Professional Development Committee prior to the scheduled date of the convention.

All employees applying must have completed, as a contracted classified employee, three (3) years in the district for in-state monies and five (5) years in the district for out-of-state monies. The committee reserves the right to fund a portion.

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position/Assignment \_\_\_\_\_ School \_\_\_\_\_ Hire Date \_\_\_\_\_

Are you a member of the Organization sponsoring conference? \_\_\_\_\_ Years of Service \_\_\_\_\_

Name of Organization \_\_\_\_\_ Date Application Submitted \_\_\_\_\_

Nature of Workshop/Convention \_\_\_\_\_

Location of Convention \_\_\_\_\_ Date \_\_\_\_\_

Financial Assistance from Agency sponsoring the event, if any \$ \_\_\_\_\_

Duration of Event: Departure Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_

Reason for Attending \_\_\_\_\_

Have you ever received In-State or Out-of State Professional Development monies? \_\_\_\_\_ When? \_\_\_\_\_

Employees may attend professional development activities once every two (2) years for in-state and once every four (4) years for out of state.

EXPENSE: If traveling by car, the applicant should use the current district mileage rate to calculate the expense requested. Call the Personnel Office (734-4800) for per diem rate. The air travel allowed is "coach" or "tourist" minus tax charges since educational employees are given a tax-free exemption. Registration will be paid 100%; travel, hotel, per diem allowance and other expenses will be paid according to the formula: 100% of first \$100 and 80% of second \$100; 65% thereafter.

Expense Estimate:	Travel: Auto or Air	\$ _____	Per Diem/day	\$ _____
	Hotel	\$ _____	Registration	\$ _____
	Other costs (specify)	\$ _____	Total Travel Expense Estimate	\$ _____

Consent to be absent: \_\_\_\_\_  
Supervisor's Signature

Amount Approved: \$ \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Convention Committee

\_\_\_\_\_  
Superintendent or Designee

Comments: \_\_\_\_\_

NOTE: A YELLOW voucher must be submitted with copy of professional development request approval and copy of flyer/registration before any money will be issued. To SHARE Convention notes employees will make a written report to their department.

Registration	\$ _____
100% of 1st \$100	\$ _____ \$100.00
80% of 2nd \$100	\$ _____ \$80.00
65% of balance	\$ _____
Total approved	\$ _____