

Elmore County Board of Education
Professional Development Request Form

Form must be completed and submitted no later than 10 days prior to event.
Conference agenda and/or event description should be attached.

Name of Person Attending School

Event Date(s) Event Location

Workshop/Conference Title

How is this activity connected to your school's ACIP?

Who will benefit from your participation in this activity and why is it necessary?

How and when will you turn around your professional learning?

Estimated Expenses

Registration fee
Transportation Vehicle (\$ .50/mile) Ride with co-worker Air fare
Meals Maximum \$50/day, including 15% tip (In-state travel)
Per diem rate per day (Out-of-state travel; attach per diem rate from www.gsa.gov)
Lodging # nights rate per night
Substitute Yes No Dates for substitute

I agree to abide by the Elmore County Board of Education PD/travel guidelines and submit all required documentation on the Travel Reimbursement Request Form immediately upon my return.

Employee Signature Date
Principal Signature Date

(For Office Use Only)

Date Received Approved Denied

Director of Professional Learning Date

Funding Source: State PD Funds Carl Perkins (CTE) Other
Title I, II, III, IV-A, IV-B Federal IDEA

Account Number

Program Director (Fed. Prog./Technology/SpEd/ Other)