

Professional Development Reimbursement Cover Page

Name of School			
Name of Conference			
Professional Development Required Documentation Form			
Order of Documentation	Document included with this reimbursement	Not Applicable	Notes
Expenditure Audit Trail			
Agenda			
Registration			
Travel Reimbursement Form			
Meal Receipt (s)			
Hotel Receipt			
Hotel over GSA prior approval			
Flight Receipt			
Ground Transportation			
Incidental receipts			
Substitute verification			
Google Map Miles (to and from school)			