



July 1, 2018 – June 30, 2019

Professional Development Fund Request Form

SECTION A – CONFERENCE-WORKSHOP-MEETING

Name and Date of Event: _____

Individual: Name: _____ School: _____

**Attach: the agenda or materials, including registration, associated fees, or website, also provide hotel information, if needed.*

Registration: Have you registered? Yes No Are you a member (conference)? Yes No
*Conference/Workshop Cost: _____ Hotel needed? Yes No # night's _____ *Hotel Cost: _____

Substitute needed? Yes No # days: _____ (Once approved, please enter your absence in Aesop as PD leave and initiate a substitute request).

Vehicle needed? Yes No DMV request form submitted? Yes No ~required each school year - drivers and passengers

****Please provide certificate of completion, if applicable****

Please provide a statement as to how your attendance will benefit the students of MPCS:

APPROXIMATE COST: _____

Employee's Signature

Principal's Signature

Date

Date

Return this form with appropriate attachments to: Darlene Bedford, Administrative Assistant- Central Office

Requests are processed monthly - this form needs to be submitted by the third Friday of each month to be reviewed and approved by the Professional Development Fund committee.

Professional Development Committee:

Meeting Date: _____

Approval: _____ Denied: _____

Account Description: _____ Budget Line: _____

- | | | |
|-------------------------------------|---|--|
| Internal Use: | <input type="radio"/> P-Card Released: | <input type="radio"/> Certificate of completion: |
| <input type="radio"/> Hotel/Days: | <input type="radio"/> P-Card #: | |
| <input type="radio"/> Registration: | <input type="radio"/> P-Card Returned: | |
| <input type="radio"/> SUV: | Meals included with conference/registration | |
| <input type="radio"/> DMV approved: | <input type="radio"/> Breakfast | |
| <input type="radio"/> Mileage | <input type="radio"/> Lunch | |
| | <input type="radio"/> Dinner | |
| | <input type="radio"/> Other | |