

**EASTSIDE UNION SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT CONFERENCE ATTENDANCE REQUEST FORM**

Name		Date	
School/Department		Title of Conference	
Location of Conference		Date(s) of Conference	

EXPENSES (ESTIMATE IF UNCERTAIN)

Category	Amount							
Conference Cost								
Mileage								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Round Trip Total Mileage</td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 45%; border-bottom: 1px solid black;">.575 Rate</td> </tr> </table>	Round Trip Total Mileage	x	.575 Rate					
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Lodging								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Total # of Nights</td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 45%; border-bottom: 1px solid black;">Cost Per Night</td> </tr> </table>	Total # of Nights	x	Cost Per Night					
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Meal Allowance								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">\$40.00 Maximum Per Diem</td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 45%; border-bottom: 1px solid black;"># of Days</td> </tr> </table>	\$40.00 Maximum Per Diem	x	# of Days					
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Other Expenses								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Cost</td> <td style="width: 50%; border-bottom: 1px solid black;">Explanation</td> </tr> </table>	Cost	Explanation						
Cost	Explanation							
Budget								
(for the above costs)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border-bottom: 1px solid black;">Fund</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Resource</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Goal</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Function</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Object</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Location</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Subtotal</td> </tr> </table>	Fund	Resource	Goal	Function	Object	Location	Subtotal
Fund	Resource	Goal	Function	Object	Location	Subtotal		
Additional Rate for Non-Contracted Days								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">6.5hrs x \$45 (6.5hrs max/day x hourly rate)</td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 45%; border-bottom: 1px solid black;">Total # of Days</td> </tr> </table>	6.5hrs x \$45 (6.5hrs max/day x hourly rate)	x	Total # of Days					
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Substitute Teacher								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">\$160 or \$180 Total # of Days</td> <td style="width: 5%; text-align: center;">x</td> <td style="width: 45%; border-bottom: 1px solid black;">Cost Per Day</td> </tr> </table>	\$160 or \$180 Total # of Days	x	Cost Per Day					
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Budget								
(for labor costs)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border-bottom: 1px solid black;">Fund</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Resource</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Goal</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Function</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Object</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Location</td> <td style="width: 12.5%; border-bottom: 1px solid black;">Grand Total</td> </tr> </table>	Fund	Resource	Goal	Function	Object	Location	Grand Total
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Justification/Alignment to State & Federal Program Goals/LEAP/SPSA Goals & Strategies

Employee Signature _____ Date _____

Principal/Administrator Signature _____ Date _____

If Title I Funding is required, signature of Assistant Superintendent of Educational Services is needed below.

Signature: _____ Date: _____

*if this is the 1st time you have ever requested a reimbursement, please attached a separate sheet to this with your mailing address for Accounts Payable

Reimbursement Section – to be filled out upon completion of conference <i>if needed</i>	Amount
Fee Reimbursement Please include receipts/backup for any item needing reimbursement.	
Payroll Reimbursement You <i>MUST</i> attach a signed/completed time card with account code to this sheet for verification of the amount to the right.	

Employee Signature _____ Date _____

Principal/Administrator Signature _____ Date _____