



# Professional Development / Conference Request

Name: \_\_\_\_\_ School: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_ (Must be two weeks prior to event.) Email: \_\_\_\_\_

Conference Title or Reason for Travel: \_\_\_\_\_

Date(s) of Professional Development: \_\_\_\_\_ Location: \_\_\_\_\_

Are you requesting advance meal reimbursement for travel exceeding two nights?  Yes  No

(If yes, please attach meal advancement form.)

Estimated Expenses: (Please Review Travel Policy)

Substitute Days Requested

Expense Amount and Type	PCard	Reimbursed
Registration		
Mileage		
Meals		
Lodging		
Other		
Totals:		

Budget Number (WCS Official Use Only):

\_\_\_\_\_  
Signature Employee Date

School Official Use Only:	
_____ Signature Principal/Supervisor	_____ Date
Funding Source: <input type="checkbox"/> Title I <input type="checkbox"/> Title II <input type="checkbox"/> School Funds <input type="checkbox"/> Task Grant	
<input type="checkbox"/> Special Education <input type="checkbox"/> PSDC <input type="checkbox"/> LSIC <input type="checkbox"/> Other (explain) _____	
WCS Official Use Only:	
_____ Signature Wood County Schools Official	_____ Date
Professional Development Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, reason: _____	
Post Conference Communication Form Need Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**At the conclusion of travel, return this approved form to the appropriate office (listed on the back) with a completed Expense Report, P-Card Log Sheet, and Post Conference Communication Form. (if box is checked above)**

**\*Do not schedule travel without approval from central office.\***

Completed Forms and Expenses should be sent to:

- Professional Staff Development Council, LSIC, Task Grant – Director of Curriculum and Instruction
- School Funds – Director of Elementary or Secondary
- Special Education – Director of Special Education
- Title I, Title II, and Title III – Director of Federal Programs
- Advanced Placement – Coordinator of Assessment
- Coaching and Chaperones – Use the previous 2004 version of the Professional Leave Form
- Other – Central Office