



# DEXTER COMMUNITY SCHOOLS

## Request to Attend a Professional Learning Opportunity

Staff members who wish to attend a conference/professional learning opportunity must submit this completed form to their building administrator for approval prior to registration. If the expenses are being reimbursed through district professional learning funds, the building administrator will forward the form to the Executive Director of Instruction for additional approval. All conferences must be pre-approved for reimbursement.

Following the conference, the back of the form should be completed and resubmitted to the building/district administrator, listing all expenses and attaching all original itemized receipts for reimbursement. Upon final approval, the form will be forwarded to the business office for reimbursement to the staff member.

**Staff Member Name:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

**Location of Conference:** \_\_\_\_\_

**Conference Date(s):** \_\_\_\_\_ **Registration Fee: \$** \_\_\_\_\_

**Purpose of Conference (check one):**

- curriculum alignment       technology integration       student accommodations  
 improving instructional practice       personalized learning      Other: \_\_\_\_\_

**Please describe your goals in attending and how they fit with the goals of your building/department/grade level.**

**How will you use and share this learning when you return to the district?**

# Professional Learning Opportunity Expense Worksheet

## ANTICIPATED EXPENSES

### TRAVEL

Mileage: Miles traveled \_\_\_\_\_ x 2020 Mileage Rate .575 = \$ \_\_\_\_\_

Flight: Airline & Flight Number \_\_\_\_\_ = \$ \_\_\_\_\_

Parking/Baggage: \_\_\_\_\_ = \$ \_\_\_\_\_

### MEALS (per day)

\_\_\_\_ Breakfast (\$10 max) \_\_\_\_ Lunch (\$12 max) \_\_\_\_ Dinner (\$20 max) = \$ \_\_\_\_\_

### LODGING

Cost per night \$ \_\_\_\_\_ x \_\_\_\_\_ nights = \$ \_\_\_\_\_

OTHER \_\_\_\_\_ = \$ \_\_\_\_\_

Teacher compensation for summer per DEA contract (\$50 half day/\$100 full day) = \$ \_\_\_\_\_

REGISTRATION FEE \$ \_\_\_\_\_ **TOTAL = \$ \_\_\_\_\_**

**APPROVAL NEEDED for Professional Learning (signatures required PRIOR to registration)**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Building Administrator

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
District Administrator (if reimbursed through district funds)

**ACTUAL EXPENSES: Attach all itemized receipts.** The credit card slip is not considered adequate documentation; you must have an itemized receipt. This is especially important for district business meals charged to the P-Card. You must have a restaurant receipt itemizing the meal purchase for verification that everything was allowable (i.e. no alcohol).

**REGISTRATION FEE** \$ \_\_\_\_\_

**TRAVEL**

Mileage: Miles traveled \_\_\_\_\_ x 2020 Mileage Rate .575 = \$ \_\_\_\_\_

Flight: Airline \_\_\_\_\_ = \$ \_\_\_\_\_

Parking/Baggage: \_\_\_\_\_ = \$ \_\_\_\_\_

### MEALS (per day)

\_\_\_\_ Breakfast (\$10 max) \_\_\_\_ Lunch (\$12 max) \_\_\_\_ Dinner (\$20 max) = \$ \_\_\_\_\_

**Lodging:** Cost per night \$ \_\_\_\_\_ x \_\_\_\_\_ nights = \$ \_\_\_\_\_

**Other:** \_\_\_\_\_ = \$ \_\_\_\_\_

Teacher compensation for summer per DEA contract (\$50 half day/\$100 full day) = \$ \_\_\_\_\_

Expense Account Number \_\_\_\_\_ **TOTAL = \$ \_\_\_\_\_**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Building Administrator FINAL approval

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
District Administrator FINAL approval (if reimbursed through district funds)