

**WEST JEFFERSON HILLS SCHOOL DISTRICT
PROFESSIONAL MEETING REQUEST & EXPENSE REPORT**

NAME: _____	BUILDING: _____
MEETING TITLE: _____	ADDRESS OF MEETING: _____
SUB NEEDED: Yes ___; No ___	Date(s) Sub Needed: _____
Date of Departure: _____	Date of Return: _____

ESTIMATED COSTS	ACTUAL COSTS
Mileage: _____ mi. X .585 = _____	Mileage: _____ mi. x <u>\$.585</u> = _____
Bus, train, plane, taxi _____	Bus, train, plane, taxi _____
Lodging _____	Lodging _____
Mtg. Dues/Fees (Ref. any PO#) _____	Mtg. Dues/Fees (Ref. any PO#) _____
Parking _____	Parking _____
Turnpike tolls _____	Turnpike tolls _____
Other expenses (explain below*) _____	Other expenses (explain below*) _____

Meals: (estimated cost)					Meals: (actual cost)				
Date:	Breakfast:	Lunch:	Dinner:	Total	Date:	Breakfast:	Lunch:	Dinner:	Total
Total Meals:					Total Meals:				
TOTAL ESTIMATED COST:					TOTAL ACTUAL COST:				
Employee Signature: _____					Employee Signature: _____				
Date: _____					Date: _____				

By signing this form, you are agreeing to be willing to present information gained at a Staff In-Service or to your building staff.

- How will you apply this training in your role in the West Jefferson Hills School District? _____
- How will you share what you have gained with other colleagues? _____

WITHIN FIVE (5) DAYS OF RETURNING FROM MEETING, SUBMIT THIS FORM WITH ACTUAL COSTS AND ORIGINAL ITEMIZED RECEIPTS TO THE ASSISTANT SUPERINTENDENT. All expenditures, with the exception of mileage must be justified by a receipt or payment cannot be made. Please fill out the questionnaire on the reverse side of this form before submitting for reimbursement.

Budget Encumbrance:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Principal/Supervisor:	Date:	Account Code:	Amount:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Assistant Superintendent	Date:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Director of Finance:	Date:		

***Comments:** _____

Participant: _____

+Title of the activity: _____

+What was the most important idea you obtained from this training in-service/workshop?

+What individual/personal/professional growth experience resulted from your attending this session?
