

**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

Mileage: _____ mi. X .56 = _____
 Bus, train, plane, taxi _____
 Lodging _____
 Mtg. Dues/Fees (Ref. any PO#) _____
 Parking _____
 Turnpike tolls _____
 Other expenses (explain below*) _____

Meals: (estimated cost)

ACTUAL COSTS

Mileage: _____ mi. x .56 = _____
 Bus, train, plane, taxi _____
 Lodging _____
 Mtg. Dues/Fees (Ref. any PO#) _____
 Parking _____
 Turnpike tolls _____
 Other expenses (explain below*) _____

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.

1. How will you apply this training in your role in the West Jefferson Hills School District? _____
2. 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.

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Principal/Supervisor:	Date:	Budget Encumbrance: 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?
