

**William Penn Charter School**  
*Request for Professional Development Funds*

Name \_\_\_\_\_

❶ Complete both sides and all sections of this form

Date \_\_\_\_\_

❷ Have your department/division head sign

Dept./Grade \_\_\_\_\_

❸ Include registration forms plus 1 extra copy

Division \_\_\_\_\_

❹ Return to the assistant head for approval

❺ Save and submit receipts to Carol Steinbrook

**PURPOSE:**

\_\_\_ Certification \_\_\_ Enrichment \_\_\_ Graduate Degree \_\_\_ Nat'l Board Certification \_\_\_ Teaching Assignment

\_\_\_ Other \_\_\_\_\_

**DESCRIPTION:** (state the specific course, workshop, subscription, membership, book, software, or "other")

Please include the date(s) you will be attending the program, conference, workshop, etc.

**DISTRIBUTION OF FUNDS:**

Penn Charter's policy is to make payment directly to the institution, conference, subscription etc. However, we will directly reimburse a faculty member for any out of pocket expenses.\*

**TOTAL AMOUNT REQUESTED \$** \_\_\_\_\_

**TOTAL AMOUNT APPROVED \$** \_\_\_\_\_

**Check #1** payable to: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Sent to this address: \_\_\_\_\_

**Check #2** payable to: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Sent to this address: \_\_\_\_\_

**Check #3** payable to: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Sent to this address: \_\_\_\_\_

**INSTITUTIONAL GOAL:**

\_\_\_ Curriculum \_\_\_ Diversity \_\_\_ Technology \_\_\_ Quakerism \_\_\_ Administrative \_\_\_ Other: \_\_\_\_\_

**BUDGET:** This expense is:

\_\_\_ part of my yearly \$250 PD Budget

\_\_\_ my \$250 budget and a request for additional funds

\_\_\_ a request for money beyond my \$250.00 (I've used my \$250 already.)

\_\_\_ not part of my yearly \$250 PD budget

**Approved By:**

**Dept./Division Head**

**Academic Dean for Curriculum and Professional Development**

\_\_\_\_\_  
signature / date

\_\_\_\_\_  
signature / date

# ITEMIZED EXPENSES

(include tuition, books, conference fees, lodging, meals, mileage, etc.)

**Item**

**Cost**

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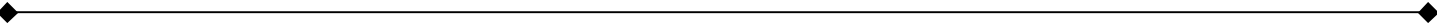
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\*\$50 per day food allowance and \$0.535 per mile (mileage is government standard, updated annually)



**Staple receipts here:**