

William Penn Charter School

Request for Professional Development Funds (2019)

Name _____

Date _____

Dept./Grade _____

Division _____

❶ Complete both sides and all sections of this form

❷ Have your department/division head sign

❸ Include registration forms plus 1 extra copy

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

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

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

___ not part of my yearly \$250 PD budget

Approved By:

Dept./Division Head

Academic Dean for Curriculum and Professional Development

signature / date

signature / date

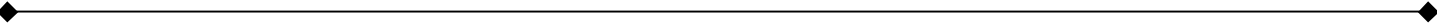
ITEMIZED EXPENSES

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

Item

Cost

*\$50 per day food allowance and \$0.58 per mile (mileage is government standard, updated annually)



Staple receipts here: