



SHADY SIDE

ACADEMY

PROFESSIONAL DEVELOPMENT PROGRAM STIPEND/REIMBURSEMENT FORM

Date: _____

PARTICIPANT AND OPPORTUNITY INFORMATION

NAME: _____

SCHOOL: CD JS MS SS ADMIN

PROFESSIONAL DEVELOPMENT OPPORTUNITY: _____

DATE(S) ATTENDED: _____

STIPEND

AMOUNT RECEIVED: \$ _____

TOTAL SPENT: \$ _____

AMOUNT REMAINING: \$ _____

***If you have funds that were not spent please attach a check made out to Shady Side Academy in the remaining amount to this form.**

OPPORTUNITY/TRAVEL INFORMATION

RECEIPTS <small>If you have receipts put in "X" in the appropriate box.</small>	PAYMENT TYPE	AMOUNT
	Daily Stipend of Summer Curriculum Project days @ \$100 per day	\$
	Team Leader Stipend for Summer Curriculum Project	\$
	Graduate Course Tuition Costs	\$
	Graduate Course Textbook Cost (Up to \$150 allowed)	\$
	Conference/Workshop Registration Fees	\$
	Mileage Expense	\$
	Lodging Expense	\$
	Meal Expense	\$
	Other:	\$
	Other:	\$
	Other:	\$
TOTAL		\$

*Attach all ORIGINAL receipts and send completed form to Armani Davis

Requestor Signature _____ Head's Approval _____

For Office Use

Chief Talent Recruitment and Development Officer Signature _____