

# WCBOE Professional Development Course/Travel Authorization

revised 7/01/22

**Requester Information:** List of Individuals: \_\_\_\_\_

School/Program: \_\_\_\_\_ Principal/Director: \_\_\_\_\_

## Course/Conference Information:

Title: \_\_\_\_\_ Provider: \_\_\_\_\_

Description: \_\_\_\_\_

Category: \_\_\_\_\_

Location: \_\_\_\_\_ (Building) Number of PD hours: \_\_\_\_\_

\_\_\_\_\_ (City and State) Leadership Hours: Yes

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Purpose: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ Work Day PD Credit

## Projected Cost per Person:

Public Transportation \$ \_\_\_\_\_ 0.00

*(If several people are attending, a district vehicle or carpooling should be used.)*

*(Individuals are responsible for reserving district vehicles)*

Personal Vehicle \_\_\_\_\_ X 0.44 \$ \_\_\_\_\_ 0.00  
*(mileage)*

Lodging \_\_\_\_\_ X \$ \_\_\_\_\_ 0.00  
*(Rate per night) (#of nights)*

Meals \_\_\_\_\_ X \$ \_\_\_\_\_ 0.00  
*(max \$35.00 a day) (Cost per day) (#of days)*

Registration and Entry Fees \_\_\_\_\_ 0 \$ \_\_\_\_\_ 0.00

Substitute Pay \$70.00 X \_\_\_\_\_ 0 \$ \_\_\_\_\_ 0.00  
*(if applicable) (#of days)*

Other Expenses \$ \_\_\_\_\_ 0.00

Estimated Number of Attendees: \_\_\_\_\_ 1

**TOTAL Estimated Expense:** \$ \_\_\_\_\_

## Approval/Authorization:

Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The requested PD must be supported by the SBDM approved School Professional Development Plan.*

Funding Source: \_\_\_\_\_ Deputy Superintendent/CFO \_\_\_\_\_

PD Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Note:

1. This form must receive prior approval before the business office will advance reservation fees, issue vehicle authorizations, or travel expense voucher reimbursements.
2. Out-Of-Pocket expenses are to be included on your travel voucher upon completion of trip. (Attach all receipts)
3. If District Credit Card is used, all receipts are to be remitted upon return of card
4. This form must be received **thirty (30) days** in advance for prior approval.
5. After approval, registration and accommodations must be made by the individual requesting the PD.