

Chimacum School District

ESTIMATED EXPENSES FOR STAFF PROFESSIONAL DEVELOPMENT TRAVEL

Complete and attach with Request for Professional Development Funds Form (CEA Contract)

Details of Professional Development Requested	
Will you be traveling with other district staff? Is so, please list:	
Registration Fee	Cost:
Transportation (bus, ferry, car, parking, etc.) Estimate mileage if using personal car: _____	Cost:
Housing (motel, hotel, other):	Cost:
Food (# of meals):	Cost:
Other Costs (entrance fees, insurance, etc.):	Cost:
Substitute Costs (number of days x daily sub rate):	Cost:
Total Cost of Trip:	Total:

SOURCE OF FUNDS	
Building Professional Development Fund	Amount:
Employee's Professional Development Fund	Amount:
Donated Professional Development Donated by: _____	Amount:
Personal Costs Incurred	Amount:
Total Source of Funds Requested	\$ _____

Travel Requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent. The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement will be charged. (SBP 6213P)

Building Administrator Approval:

Superintendent Approval:

(Principal)

(Date)

(Superintendent/Designee)

(Date)

Distribution -- Signed/Approved Copies to : Requestor Building Admin Assist District Office