

PHOENIX-TALENT SCHOOL DISTRICT #4

CERTIFIED PROFESSIONAL GROWTH FUNDS REQUEST

Complete this request form and present it to the principal **at least three weeks prior** (if possible) to the date of leave. You must include a copy of conference registration information with your request. **Only one person on each form please.**

NAME _____ BUILDING _____

CONFERENCE _____

LOCATION _____ CONFERENCE DATE (S) _____

ESTIMATED EXPENSE	Amt. Req. per person	Amount Approved	Amount Paid
1. Substitute Needed: ___ Yes ___ No No. Days ____ x \$272 (estimated cost)			
2. Registration Fee:			
3. Travel: <input type="radio"/> Total Rental Car \$_____ (Contact Enterprise) <input type="radio"/> Total Fuel \$_____ <input type="radio"/> Total Airfare \$_____ OR <input type="radio"/> Total Mileage Reimbursement Roundtrip \$_____ (\$0.67 per mile) **Divide travel costs by number of people** Sharing ride with _____	_____ _____ _____ _____		
4. Meals: No. Days ____ x \$68 (daily estimate)			
5. Lodging: \$110 estimate for shared room per person No. Nights ____ x Rate \$110 (estimated cost) ÷ No. people sharing room Sharing room with _____	_____		
TOTAL REQUESTED			

Please return receipts for lodging, registration, travel and meals to District Office within 30 days.

Board Delegate _____ Approved ___ Denied ___ Date _____

Prof. Growth Committee Chair _____ Amount Approved _____ Date _____

PROFESSIONAL GROWTH FUNDS CHECKLIST

1. Complete Professional Growth Funds Request Form and include copy of registration for event or workshop.
2. Submit all paperwork to your Building Representative.

PHS: Koko D'Haem

TES: Linnaea Funk-Morales

TMS: Jennifer Bakker

OHES: Emily Zellner-Gisler

PTRA/PES: Alison Bailey

3. The Building Representative will submit all paperwork to Shawn Spillane at PES and Jessica Hamlin at DO for approval at Shawn.Spillane@phoenix.k12.or.us and Jessica.Hamlin@phoenix.k12.or.us
4. Upon approval, contact Rachel Townsend or Yazmin Karabinas at District Office to arrange for pre-payment of registration, travel and/or lodging.
5. Upon return from the event or workshop, submit any receipts for lodging, travel, and meals to Rachel Townsend or Yazmin Karabinas at District Office.

Travel expenses must be paid with cash, debit card, or credit card that doesn't earn rewards.

Receipts must be submitted within 30 days to process reimbursement.