

PRIVATE SCHOOL TRAVEL/TRAINING EXPENSE REIMBURSEMENT REQUEST

Employee Information *Must be completed or form will be returned*

EMPLOYEE NAME	EMPLOYEE EMAIL	PRIVATE SCHOOL
JOB TITLE		
HOME ADDRESS	HOME PHONE NUMBER	WORK PHONE NUMBER

Please check if address above is new.

DEPARTURE DATE:	TIME:	RETURN DATE:	TIME:
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TRAVEL/TRAINING EXPENSES – Original receipts & Travel/Training Authorization Form w/ approvals must be attached						
DATE						TOTALS
REGISTRATION FEES						\$ 0.00
MATERIALS/BOOKS						\$ 0.00
AIRFARE						\$ 0.00
BAGGAGE						\$ 0.00
CARRENTAL						\$ 0.00
GAS						\$ 0.00
MILEAGE						\$ 0.00
PARKING						\$ 0.00
SHUTTLE/TAXI						\$ 0.00
LODGING: HOTEL/MOTEL						\$ 0.00
PER DIEM						\$ 0.00
OTHER(SPECIFY)						\$ 0.00
DAILY TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

EMPLOYEE CERTIFIES THAT s/he was not on paid leave while traveling/training and that no alcohol purchases is included in this request.							
EMPOLOYEES SIGNATURE	DATE	GRANT APPROVAL				DATE	
PRINCIPAL/SUPERVISOR SIGNATURE	DATE	FUND	FUNCTION	OBJECT	LOCATION	PROGRAM	PROJECT DEPART.
		205	12991		100	99999	G

PRIVATE SCHOOL AGREES TO REIMBURSE PPS FOR ANY REIMBURSED EXPENSE PAID NOT COVERED BY THE GRANT

PROFESSIONAL DEVELOPMENT EVALUATION

Private School: _____ School Staff Role: _____ Date: _____	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
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Content

1. The objectives for today's session were clearly stated.	☐	☐	☐	☐	☐
2. Today's session was aligned to its stated objectives.	☐	☐	☐	☐	☐
3. Today's session was useful and practical.	☐	☐	☐	☐	☐
4. Today's session advanced the development of my leadership capacity.	☐	☐	☐	☐	☐

Process

5. Today's activities (presentations, scenarios, group exercises, etc.) increased my capacity to use data to improve my practice.	☐	☐	☐	☐	☐
6. The facilitators of today's session effectively modeled appropriate instructional strategies.	☐	☐	☐	☐	☐
7. The facilitators of today's session incorporated our experiences into today's activities (presentations, scenarios, group exercises, etc.)	☐	☐	☐	☐	☐
8. Time was allocated effectively today to deepen my understanding of the presented material.	☐	☐	☐	☐	☐

Context

9. There were opportunities during today's session to collaborate on shared activities.	☐	☐	☐	☐	☐
10. Today's activities (presentations, scenarios, group exercises, etc.) were relevant for my job-related needs.	☐	☐	☐	☐	☐
11. Today's sessions advanced my understanding of how to engage in a continuous improvement cycle.	☐	☐	☐	☐	☐
12. The organization of the learning environment (facilities, tools, materials, participant groupings, etc.) met my learning needs.	☐	☐	☐	☐	☐

Comments:
