



Palmerton Area School District

Request to Attend a Conference/Workshop

Approval Directions:

1. All employees must complete this form prior to registering for any conference/workshop whether a substitute is needed or not. Attach a copy of any information/brochure describing the event and return all completed material to the appropriate administrator.
2. The application must be submitted at least two (2) weeks prior to the registration deadline, unless there is an extenuating circumstance. If board approval is required, the application must be submitted two (2) weeks prior to the next scheduled regular public school board meeting.
3. If approved, the original request will be returned to the employee.
4. Virtual, full-day trainings need to be completed at the school.

Payment Directions:

1. Please take note on the form if you are told to register yourself or if the district is registering you. When registering yourself, it is your responsibility to verify if they accept POs and request payment by the Business Office.
2. If a company will not accept a PO as a method of payment or if advance payment is requested, the request for the check must be made one (1) month in advance. If this deadline is not met, the employee will be required to make payment and submit for reimbursement.
3. For reimbursement, you must fill out the online form within thirty (30) days of returning from the conference/workshop, attaching all receipts.

PART I.

Name _____ Building _____ Date _____

Conference Title _____

Sponsoring Organization _____ Conference Location _____

Starting Date _____ Ending Date _____

Purpose and anticipated benefit of attendance to the district _____

The school district will be responsible for the following expenditures.

	Estimated Expenditures	Actual Expenditures
Registration _____	\$	\$
Mileage \$._____/mile x _____ miles	\$	\$
Tolls and/or Parking	\$	\$
Meals	\$	\$
Lodging (you book yourself)	\$	\$
Other (must be itemized)	\$	\$
Subtotal	\$	\$
Substitute days - _____ x \$135 per day	\$	\$
TOTAL	\$	\$

Employees are required to submit a written professional development report to their immediate supervisor within one (1) week upon returning from a conference/workshop. The principal will not approve expense and/or mileage reimbursements until this form is handed in. The form is attached.

Intermediate Unit #21 charges \$100.00 for no shows or cancellations 14 days before start of session. I understand I will be responsible for this fee.

I verify that the information presented in relation to this conference and the estimated expenses for the period covered are accurate.

Employee Signature

Date

PART II.

Budget Account Code _____

Principal/Supervisor Signature

Date

____ Approved ____ Denied

Supervisor of Curriculum & Instruction Signature

Date

____ Approved ____ Denied

_____ The district will register you for this event.

_____ Please register yourself for this event.

PART III. (To be completed for administrators' requests only)

Superintendent Signature

Date

____ Approved ____ Denied

Board of Directors Action (if needed)

Date

____ Approved ____ Denied

PART IV. (Approval of actual expenditures by supervisor responsible for funding)

Supervisor Signature

Date



Professional Development Summary

Staff Member: _____ Date: _____

School Building: _____

Directions: This summary must be completed and returned to your building principal within 10 days of the conference, workshop, training or seminar. This is required in order to be reimbursed for any expenses/mileage.

Title of Conf./Training/Workshop: _____

Presenter: _____

Location: _____

Dates(s) attended: _____

I WOULD recommend that other Palmerton teachers attend this conference/training/workshop.

This conference/training/workshop is NOT recommended because: _____

Please summarize the professional growth that resulted from this training:

Please explain how you intend to apply this information in your classroom/professional setting:

Building Principal Approval: _____

Date: _____

Send a copy to the Supervisor of Curriculum.