|  |  |
| --- | --- |
| Professional Development Request Form | * Please fill out the Professional Development Form as much as you can. * Keep the checklist at the end to keep track of the things you need to turn in. We cannot process reimbursement until all items are turned in. * You will click on the “click here to enter text” boxes to fill out the form. * The “Choose an Item” boxes are drop downs where you will make your selection. * Please do not forget to enter the Total estimated cost. * Forms must be signed by your building principal and then sent to Indian Trails. * A written summary of what you learned at the conference/activity and how you will use it is required for reimbursement. * Watch your mail --- reimbursement checks come in a Twin Lakes School Corporation envelope. * Sub reimbursement request needs to be submitted to us by your corporation office. * We do not reimburse for meals. * Requests without at least three weeks’ notice may not be accepted. |

**Indian Trails Professional Development Request Form**

**Name:** Click or tap here to enter text.

**School:** Choose an item.

**Date:** Click or tap to enter a date.

**Name/Title of Conference/Activity:** Click or tap here to enter text.

**Location of Conference/Activity:** Click or tap here to enter text.

**Date of Activity:** Click or tap here to enter text.

***Expenses***

|  |  |
| --- | --- |
| **Registration: $** Click or tap here to enter text. |  |
| **Travel Method:** Choose an item. | **# of miles or cost of flight:** Click or tap here to enter text. |
| **Lodging: # of Nights:** Choose an item. |  |
| **Lodging Rate *(per night):* $** Click or tap here to enter text.  **(not to exceed conference hotel rate)** | **Conference hotel *rate (per night)*: $** Click or tap here to enter text. |
| **Sub teacher pay *(per day)*: $** Click or tap here to enter text. | **Baggage, parking, tolls: $** Click or tap here to enter text. |
| **TOTAL Estimated Cost: $** Click or tap here to enter text. |  |

* To qualify for a PD activity, you must have an active advisory committee and be current on meetings with minutes submitted to Indian Trails.
* Mileage will be calculated from your high school address, not your home address. Mileage will be paid up to the cost of an airline ticket. You will need to submit a mileage claim form.
* Annual Program Evaluation up to date and submitted.
* Itemized receipts required for **all** expenses.
* A written trip report with a summary of session attended and how you can utilize what was presented. This must be submitted with your itemized receipts, otherwise you will not be reimbursed until we receive a written summary.
* **Most expenses are to be paid by the individual: Indian Trails will then reimburse you.**
* If the individual does not attend the conference/activity, the individual is expected to reimburse Indian Trails any monies they have paid out.
* Reimbursement checks will come from Twin Lakes School Corporation.

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Building Principal Signature CTE Director Signature**

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Date Date**

**Check list of things to turn in**(You need to keep this page)

**Signed Professional Development Request**

**Items to Turn in After Attending Professional Development:**

**Registration Receipt**

**Flight Receipt or Mileage Form**

**Hotel Receipt**

**Baggage, parking, toll receipts (if applicable)**

**Written summary of PD (no longer than one page)**