

POTOSI R-3 SCHOOL DISTRICT  
PDC **WORKSHOP** REQUEST/REIMBURSEMENT FORM

**W**  
**2021-2022**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Principal \_\_\_\_\_

Title of workshop \_\_\_\_\_

Location \_\_\_\_\_ Dates(s) \_\_\_\_\_

Teacher request \_\_\_\_\_ Administrator request \_\_\_\_\_

Indicate with which School Improvement Goal this workshop most closely aligns;

- \_\_\_\_\_ Improve achievement for all students by utilizing quality instruction and resources
- \_\_\_\_\_ Recruit, attract, develop and retain highly qualified staff to carry out the mission, vision and beliefs of the district
- \_\_\_\_\_ Strive to increase communication and relationships with patrons of the district

Estimate total expenses:

	Amount requested	Actual Expenditure
Travel (see mileage chart)		
Lodging		
Registration		
Food (see Meal Limitation Chart)		
Banquet (if applicable)		
Substitute (\$85)		
_____ (other – please specify)		
<b>TOTAL</b>		

List other sources of funding that have been considered. (Title I Funds, Title II Funds, regular budget, A+ Grant, etc.)

\_\_\_\_\_

List anyone with whom you will be traveling. \_\_\_\_\_

How do you expect to apply the knowledge from this workshop?

\_\_\_\_\_

How do you intend to share the knowledge from this workshop? (e.g., present local workshop, informal sharing with other grade level/subject area teachers, teacher’s meetings, etc.)

\_\_\_\_\_

Please attach any additional information to be considered with this application. (e.g., copies of agenda, program, registration form etc.)

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Principal Signature Date

\_\_\_\_\_  
PDC Member Signature Date

PDC Comments: