

## CHAIN OF ACTION FOR WORKSHOP REIMBURSEMENT (2023 - 2024)

### PRIOR TO A WORKSHOP THE TEACHER WILL:

1. Make sure you have an up-to-date professional development plan on file in the superintendent's office.
2. Fill out workshop reimbursement request in accordance with professional development plan.
3. Have principal approve date of absence, validity of workshop in relation to CSIP goals, and availability of funding by signing the form.
4. Give form to building PDC member for approval/signature.
5. Give a copy of approved workshop/request/reimbursement form, along with all necessary information (name, location, address of registration, and cost of workshop; location and cost of lodging, if applicable) to your principal's secretary and request a **PURCHASE ORDER** for the workshop.

### AFTER THE WORKSHOP:

1. The teacher will turn in the original workshop request/reimbursement form, along with receipts for food, request for mileage, substitute pay request, and **completed evaluation form** to **building principal** within 30 days of workshop completion. Receipts turned in by the first of the month will be reimbursed that month.
2. The principal will initial request/reimbursement form to be paid and forms will be forwarded to Central Office. Reimbursement will not be made until evaluation is completed.
3. Central Office will issue a check for expenses and make copies of actual amount paid to go to principal and the secretary's teacher file. The rest of the paperwork is kept in PDC file in Central Office.

**NOTE:** PD will pay for workshop registrations and lodging expenses in advance. If the teacher registers for a workshop but is unable to attend, every effort must be made to find an alternate to attend the workshop. No reimbursement will be made without a completed evaluation form. Once an approved Professional Development Plan is on file, it does not need to be rewritten each time a teacher applies for workshop request. PD funds do not pay dues even when they are included in workshop registration.

\_\_\_\_ Adm. Initials for Payment

POTOSI R-3 SCHOOL DISTRICT  
PDC WORKSHOP REQUEST/REIMBURSEMENT

FORM

**W**

**2023-2024**

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

List any workshops you have attended this year which have been reimbursed by PDC funds:

\_\_\_\_\_

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: \_\_\_\_\_