

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

PROFESSIONAL GROWTH REQUEST FOR ACTIVITY FUNDING/REIMBURSEMENT FORM

This form valid January 1, 2019

THIS REQUEST IS FOR: (check one) [ ] PREPAYMENT [ ] REIMBURSEMENT

Instructions for Prepayment

Instructions for Reimbursement

- 1. Have your supervisor sign pre-approval for this activity below on this form.
2. Submit this completed form to the SAU#5 business office two weeks prior to the activity.
3. Only registration fees may be prepaid.
4. Include registration form for activity with this prepayment request.

- 1. Submit this completed form to the SAU#5 business office no later than 30 days after completion of activity.
2. Print and attach completed Professional Growth Activity form from MLP.
3. Include all receipts for registration and/or expenditures.

Staff Member: \_\_\_\_\_ School: \_\_\_\_\_

Is this counted toward your \$300 staff development activity fund: \_\_\_\_\_

Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_ Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_
(Pre-approval of Supervisor required for prepayment only.)

1. Registration Fee(s): Please attach registration form (prepayment) or receipt (reimbursement). \$ \_\_\_\_\_

2. Other Approved Expenses (Receipts must be attached)

Food: Allowable Expense of \$54.00 per Day
x number of days \_\_\_\_\_ \$ \_\_\_\_\_

Below Listed Expenses Require Prior Approval:

- a) Lodging \$ \_\_\_\_\_
b) Materials \$ \_\_\_\_\_
c) Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_
(Subtotal of a,b,c) \$ \_\_\_\_\_

3. Transportation (Mileage – IRS rates effective 1-1-19): Please attach proof of mileage.

Total \_\_\_\_\_ miles @ .58¢/mi \$ \_\_\_\_\_

Tolls (receipts must be attached) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_
TOTAL REQUESTED \$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SAU Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipts: \_\_\_\_\_

PLEASE MAKE AND RETAIN A COPY OF ALL DOCUMENTATION SUBMITTED