

Professional Development/Meeting Procedure for Administration/Business Office

Forms are available in the elementary and high school offices and on the Team Drive

Form must be **fully completed prior to the event**, by individual attending, including estimated expenses and indicating if mileage will be reimbursed.

The completed form **with attached and completed purchase order for the event registration cost** should be given to the Principal for approval and forwarded to the Superintendent for final approval.

Upon approval, the original Request for Professional Development form will be returned to the employee. The employee will, after attending the event, attach all receipts, sign and date the bottom of the form, if needed, and return to the Administration office for reimbursement of expenses.