



WORKSHOP / CONFERENCE FUNDING APPLICATION

Date:

Name(s):

Department(s):

Workshop/Conference Title:

Workshop/Conference Date(s) & Location:

Department Chair Signature: _____

Funds Requested (estimated): See "Guidelines for Requesting Staff Development Funds" for further information.

Workshop/Conference Registration Fee:

\$ _____ (fees) x _____ (# of attendees) = **Total conference fees: \$**

Please check one box below:

- Self-registering, paying with credit card, and requesting reimbursement
- Self-registering and requesting payment through District Purchase Order
- Requesting the District register you and make payment through District Purchase Order

(Note: Registration and payment requests must be received at least four weeks prior to the registration deadline or payment deadline for the conference. Those requesting conference registration or payment on short notice should, after approval, self-register, pay with a credit card and request reimbursement.)

Hotel: (Single room or double occupancy rates only)

\$ _____ (rate) x _____ (# of attendees) x _____ (# of nights) = **Total hotel costs: \$**

Transportation: Total transportation costs: \$

(Note: Airfare should be arranged through the District travel agent. Reimbursement for use of personal vehicle is \$0.56/mi).

Substitute Costs:

\$ 125 (rate) x _____ (# of attendees) x _____ (# of days) = **Total substitute costs: \$**

Meals: Total meal costs: \$

(Up to \$60/day with ITEMIZED RECEIPTS. Meal costs for local conferences are typically not reimbursed. Please see "Staff Development Guidelines" for further information.)

➡ Total funding requested: \$

Please attach a copy of the conference flyer and completed registration forms to this funding application and answer the questions on the next page.

Site Staff Development Committee Use

WS/Conference approval: Yes No

Hotel approval: Yes No

Transportation approval: Yes No

Substitute approval: Yes No

Meals approval: Yes No

Comments: _____

Funding: Title 1 Title III EIA-LEP STEM

Other: _____

