

**LA PLATA R-II SCHOOL DISTRICT
Professional Development Activities Report Form**

***Requests for LPD #2 must be submitted to the PDC first.**

***Requests for professional leave where funding comes from another source should be submitted directly to the building principal.**

Request made by: _____ Current date: _____

Grade/Department: _____

Name of workshop: _____

Location of workshop: _____

Date(s) of workshop: _____

Actual Expenses: (\$300 maximum *initial request from PDC)

Travel (total miles _____ x \$.45) _____

Lodging (cost x number of nights) _____

Registration fees _____

Food expenses (\$25.00/day allowance) _____

Miscellaneous (parking, etc.) _____

Substitute pay (\$65.00/day) _____

← If you paid for either of these items personally, they
← will go into the paid personally total at the bottom.

Grand Total _____

Both Grand total's should be the same amount.

Paid by District _____

(Submit copy of purchase order with LPD #2)

Paid Personally _____

(Submit receipts with LPD #2)

This is the amount you will be reimbursed, unless it exceeds \$300, at which point you have the possibility of getting an end of year reimbursement.

Grand Total _____

Both Grand total's should be the same amount.

Amount to be paid to employee _____	To be completed by the PDC
*End of the year reimbursement (if funds are available) _____	To be completed by the PDC

Employee Signature/Date: _____

PDC Chairman's Signature/Date: _____