

PERSONNEL

03.125 AP.21

Professional Meeting and/or Travel Request Form

Employee Name: Teri Walker / Michelle Powell Today's Date: _____

School/Work Location: _____

Location of Conference/Workshop: Out of District

City, State Location of Conference Workshop: Galt House - Louisville (Requires Board Approval)

Conference/Workshop Date(s): Sept 19-22

Departure Time: 9/19

Return Time: 9/22

Conference/Workshop Name: KLA/KASL Conference

Rationale for Attendance: To enable librarians (Michelle & Teri) to receive continuing education, build professional networks, and discover new techniques and services for use & sharing.

Other District Employees Attending Conference/Workshop (Please list name, school/work location and position):
 Employee Name: Michelle Powell Location/Position: NLES/LCMS Librarian
 Employee Name: _____ Location/Position: _____
 Employee Name: _____ Location/Position: _____
 Employee Name: _____ Location/Position: _____

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?
 Credit must be approved by the SBDM and/or Professional Development Coordinator

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?

WILL YOU BE PARTICIPATING AS A CONSULTANT?

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES?
Through PLC's, emails, conferencing

Yes No
 Yes No
 Yes No

ESTIMATED EXPENSES:

Substitute Needed: YES or NO 2 1/2 No. of Days
 Registration Fee: \$ 220 YES or NO
 Use of Board Vehicle: YES or NO
 Use of Personal Vehicle: YES or NO
 Mileage: \$ _____ No. of Miles
 Hotel/Lodging (amount per night) \$ _____
 Meals \$ _____
 Car Rental (amount per day) \$ _____
 Air Fair \$ _____

Method of Payment: Surviving
 Method of Payment: Readers
 Method of Payment: Grant
 Method of Payment: _____
 Method of Payment: _____
 Method of Payment: _____

ADDITIONAL INSTRUCTIONS:

* Itemized receipts are required for all expenditures. Receipts for expenses must come from the place of business making the charge.

Signature of Applicant: Teri Walker

Signature of Principal/Supervisor: Teri Walker

Signature of Superintendent/Designee (If Necessary): Bucky Dunning

Date: 8-14-18

Date: 8-15-18

Date: _____

Review/Revised: 7/11/2016