

# NON UNION STAFF and ADMINISTRATOR PROPOSAL FORM

## NON "SDC" RELATED TRAVEL and PROFESSIONAL DEVELOPMENT PROPOSAL FORM

<b>I</b>	<b>NAME:</b>	DATE:
	School:	Credential Expiration:

<b>II</b>	<b>SIGNATURES</b>	
	Signature of Requestor:	DATE:
	Approval Signature of Supervisor / Superintendent and Date	

**IMPORTANT: PROPOSALS FOR NON-COLLEGE CREDITS, FUNDING, AND/OR DAYS AWAY FROM SCHOOL MUST BE APPROVED IN ADVANCE.**

	<b>ACTIVITY:</b>		
	Location		
	Date(s)		Evaluation Due
	# hours requested	# credits requested	# non-college credits
	Description of Activity		_____ ck here if material is attached

<b>IV</b>	<b>RELATIONSHIP TO PROFESSIONAL GROWTH PLAN</b>
	_____ Related goal is highlighted and attached.

<b>V</b>	<b>EXPENSE INFORMATION</b>		
	Projected expenses:	\$	Registration/Tuition
		\$	Meals GSA Per Diem Rate
		\$	Lodging, include daily rate and number of days
	<b>TO CONF</b>	\$	Travel(current federal rate)x_____miles <b>(Attach Mapquest-HOME to CONF)</b>
	1/2019 per mile is \$0.58		
	<b>Deduct usual mileage</b>	\$-	<b>Usual home to work travel (Attach mapquest)</b>
	<b>allowed Mileage</b>	\$	<b>Difference of Conf and Work travel</b>
		\$	Other
		\$	Total
	<b>EXPENSE INFORMATION</b>		
	Method of Payment		Amex Credit Card
			Reimbursement / Receipts
			District Funded Check - Direct Pymt to Vendor