

**USD 223 BARNES – HANOVER – LINN
CONFERENCE/ACTIVITY REQUEST
(Must be accompanied by Leave Request)**

Name: _____ School: _____

Date of Application Request: _____

Name of Conference/Activity: _____

Date and Location of Conference/Activity: _____

Estimated Hours for Academic Activities OR Estimated Expenses to be Paid/reimbursed by the District:

- If approved as College Credit, USD 223 will pay the **Workshop Registration ONLY!**
- If your Conference Request is approved for PDC points, the following expenses are paid from the USD 223 Professional Development Fund:
 - **Registration Fee** - (not to include membership dues or fee for late registration)
 - **Transportation** - School vehicle must be used if available. Carpooling is encouraged. If necessary to use personal vehicle mileage will be paid at the recommended state rate. (\$50 Limit) No parking fees will be paid.
 - **Meals** - \$25 per day maximum – Three day limit.
 - **Rooms** - \$85 per day maximum – Three day limit.

I am taking this workshop for: (Mark One) <input type="checkbox"/> College Credit <input type="checkbox"/> PDC Points
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Substitute days are paid and are not deducted from personal leave.

Registration _____
 Transportation _____
 Meals _____
 Room _____
TOTAL _____

Who is to forward registration and/or fee? Teacher _____ Central Office _____
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If possible, please attach a brochure of any information describing this conference. If your meeting plans are cancelled, please notify the Central Office.

Get your principal's signature BEFORE you submit this form to the Central Office.

(Please submit at least one week prior to the day of the activity)

 Staff Member Signature Date

 Principal's Approval Date

 Superintendent's Approval Date

 Principal's Disapproval – Reason

 Superintendent's Disapproval – Reason

RECEIPTS: All expenses to be paid **MUST BE RECEIPTED** and turned in with the Conference Expenses form within 30 days of your meeting, or June 15, whichever comes first. A Conference Expense form will be sent to you when your Conference Request form is approved.

<p>PDC ACTIVITY SUMMARY</p> <p>You will receive an acknowledgement copy after approval. If this activity is a PDC Approved Activity you will receive a "PDC Activity Summary" form that is to be completed and returned to the Central Office at the same time your request reimbursement.</p> <p>These forms are very important so the District may apply for Inservice Reimbursement from the State, even though you may not want to use them for re-certification.</p>
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