SOUTHWEST INDEPENDENT SCHOOL DISTRICT

INSERVICE / WORKSHOP / PROGRAM ATTENDANCE REQUEST

Name: _____ Grade/SubjectArea: _____

LAST **FIRST** **MI**

Today's Date: _____ Workshop Date(s): _____ Campus: _____

Program/Workshop Title and Purpose: _____

_____

Sponsoring Agency/Organization: _____

Purpose for Attending: _____ Curriculum Development _____ Local Inservice Improvement

_____ Competition _____ Classroom/Activity Improvement

_____ Other: (Field Trip, etc.) _____

Location of Workshop/Program: _____ Approximate Roundtrip Miles: _____

(ATTACH COPY OF PROGRAM, AGENDA, FLYER, LETTER, OR FIELD TRIP REQUEST)

Method of Transportation:_____ School Bus _____ Private Vehicle _____ Other: _____

COST ESTIMATE: (Complete all applicable items)

_____ Substitute Needed _____ days at $60/$65/$85/$105 _____ _____

(All Teachers use $105/day)

SUBSTITUTE-BUDGET CODE

_____ Travel Reimbursement of _____ miles at .50¢ mile _____

(Include only miles in excess of those driven to work)

_____ Meals # _____ at $ _____/meal _____

(Overnight Only)

_____ Lodging _____ nights at $ _____/night _____ _____

BUDGET CODE

_____ Registration Fees/Conference Fees (No Dues Paid) _____ **(must be completed)**

_____ Other Costs: _____ _____

_____ Reimbursement will be made by Sponsoring Agency Total Estimated Cost to District

(List agency name and amount): _____ $ _____

TOTAL

CONDITIONS OF STAFF DEVELOPMENT OBLIGATION:

A. A PRESENTATION ON THE ABOVE TOPIC MAY BE REQUIRED.

B. PERSONNEL ATTENDING TRAINING SESSIONS DURING SUMMER MONTHS WHO LEAVE THE DISTRICT MAY BE REQUIRED TO REIMBURSE THE SCHOOL DISTRICT.

(Approval Subject To 2 Weeks Notice) _____

Requestor's Signature

Circle One **ADMINISTRATIVE RECOMMENDATION**

Approved Not Approved Supervisor/Principal: _____ Date: _____

Approved Not Approved Program Compliance: _____ Date: _____

Approved Not Approved Purchasing Office: _____ Date: _____

Approved Not Approved Superintendent: _____ Date: _____

Comments: _____

_____

Please attach an **approved** copy of this Inservice Request Form with **each** Purchase Order Requisition pertaining to this Inservice/Workshop.

Revised 02.02.12