

EAPTS Professional Development Reimbursement Request

Conferences/Workshops/Travel/Memberships/Professional Materials

Professional-technical staff members and the leadership team mutually recognize the value and importance of on-going professional development. As such supplemental funding (\$350 per year) is available for professional technical staff members to use for travel, workshop pay, additional professional memberships, and professional materials. This professional development should be designed to enhance professional knowledge and skills, support the district strategic plan, and school and district improvement plans. To access funds, professional technical staff members must annually submit a reimbursement request for these funds no later than **June 30** to human resources. Members are required to follow district travel procedures for conferences, workshops, and travel per Board Policy 6213. Professional-technical staff members may share their allotment with one another.

Please check the appropriate box(es), provide a brief description of how the funds were used and submit this form with your proof of payment to the executive director of human resources. Include supplemental materials in order to provide detailed descriptions. If the funds will be applied to travel, EAPTS members will continue to follow the district established travel guidelines.

Date: _____

Name: _____ School/Department: _____

☐ Conference/Workshop/Travel-Name/Date _____ Cost: _____

☐ Membership _____ Cost: _____

☐ Professional Materials _____ Cost: _____

☐ Other _____ Cost: _____

Total Cost: _____

☐ Share allotment with: _____
Name / School/ Dept.

Employee's authorizing signature: _____

Supervisor's authorizing signature: _____

Office use only:

Funding verified: _____ Date: _____ Amount: _____

Budget Code: _____