

**CONFERENCE/WORKSHOP CREDIT REIMBURSEMENT****DALLAS SCHOOL DISTRICT #2****\*\*\*GENERAL FUND PROFESSIONAL DEVELOPMENT MONEY REIMBURSES ONLY REGISTRATION FEES OR ACADEMIC CREDIT FEES.****STEP ONE****COMPLETE STEP ONE AND STEP TWO PRIOR TO THE CLASS, CONFERENCE OR WORKSHOP****Requests not Pre-Approved will not be considered**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING \_\_\_\_\_ LICENSED \_\_\_\_\_ CLASSIFIED \_\_\_\_\_ ADMINISTRATIVE \_\_\_\_\_

DOES THIS ACTIVITY SUPPORT YOUR PROFESSIONAL DEVELOPMENT PLAN? \_\_\_\_\_ YES \_\_\_\_\_ NO

CLASS/CONFERENCE/WORKSHOP TITLE \_\_\_\_\_

DATE(S) ATTENDING \_\_\_\_\_ LOCATION \_\_\_\_\_

REGISTRATION FEE \$ \_\_\_\_\_ OR TUITION FEE \$ \_\_\_\_\_

YES

NO

substitute will be employed (Conference or Workshop Only)

Approved

Disapproved

\_\_\_\_\_  
Supervisor/Administrator**STEP TWO****SEND TO DO RECEPTION**

Approved

Disapproved

\_\_\_\_\_  
District Administrator**STEP THREE**

Return to building secretary

Funding source \_\_\_\_\_

Retain copy for payroll

Return original to staff member

**STEP FOUR**

**AFTER** attending the conference, workshop or class, sign below and attach itemized receipts, grade slip if applicable and return to District Administrator. Registration cost is reimbursed when a receipt is turned in. Copies of grade slip and receipt of payment are needed for reimbursement of academic credit.

The pre-approved form plus proof of payment and grade (if applicable) must be submitted within 30 days of completion of activity or by June 1<sup>st</sup>, whichever is earlier.

I certify this reimbursement claim is true and correct; no part has been prepaid, except those specified.

\_\_\_\_\_  
Teacher/Staff Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Business Manager**Office Use only**\_\_\_\_\_  
Accounting\_\_\_\_\_  
**Approved** Amount