

**ACT 48 CONTINUING PROFESSIONAL DEVELOPMENT
CONFERENCE REQUEST FORM**

DATE: _____
Date of Submission

TO: ACT 48 Committee:
Members: Joseph Moceyunas, David Walsh, Scott Pentasuglio, Paul Brennan,
Heather Mahon, Sue Roche, Lynn Tallo, and Jessica Whetstone

Professional Programs Approval Committee:
Members: Joseph Moceyunas, David Walsh, Scott Pentasuglio, Paul Brennan,
Heather Mahon, Sue Roche, and Lynn Tallo

FROM: _____ **PERSONNEL ID#:** _____
Employee's Name

SUBJECT: Please indicate the Nature of the Conference* _____

Please List the Conference Provider (s) _____

Please state the Date(s) of the Conference _____

Location of the Conference _____

Please Estimate Costs:

| | |
|----------|----------------------|
| 2270-810 | Registration: _____ |
| 2270-580 | Lodging: _____ |
| 2270-580 | Meal (s): _____ |
| 2270-580 | Travel _____ |
| 2270-581 | (\$.55/mile) _____ |
| 2270-590 | Miscellaneous: _____ |

Will a Substitute Teacher Be Needed? Yes No
2270-100 Substitute Cost: (\$80/Day) _____

TOTAL ESTIMATE COSTS: _____

* Note: A copy of the Conference Agenda or Description must be attached

Principal/Director
Approved: _____ Disapproved: _____ Date: _____

Superintendent
Approved: _____ Disapproved: _____ Date: _____

Revised: 10/2011

SEE REVERSE FOR BUSINESS OFFICE INSTRUCTIONS

BUSINESS OFFICE INSTRUCTIONS: (please print clearly)

IS A CHECK NEEDED FOR Registration, Hotel, etc.

YES

NO

IF YES, by what Date:

(minimum of 10 business days needed to process check)

IF YES, What Amount:

IF YES, Make Check Payable to:

MAIL CHECK TO THE FOLLOWING ADDRESS:

(OR)

RETURN CHECK TO:

ISSUE PURCHASE ORDER:

YES

NO

If you checked the yes box for a purchase order, you should proceed via normal channels to have your purchase order completed via the office in the building you are located.

ANY OTHER INSTRUCTIONS: (please define)

Meals reimbursement maximum (with receipt only): Breakfast \$10; Lunch \$10; Dinner \$15

Lodging reimbursement maximum (with receipt only): \$100 per stay, 50 miles or more from District American Plan or similar package may be approved for overall increase to amounts.

Revised 07/2009