**Indian Trails Professional Development Request Form**

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name/Title of Conference/Activity: Click or tap here to enter text.

Date of Activity:Click or tap to enter a date.

**Expenses:**  **Maximum Allowable Expenses:**

Registration: Click or tap here to enter text. $Click or tap here to enter text.

Travel Method: Click or tap here to enter text. $Click or tap here to enter text. (flight receipt or mileage)

Lodging: # of nights Click or tap here to enter text. @ $ Click or tap here to enter text. per night.  
 (not to exceed conference hotel rate)

Misc: Baggage, parking, tolls, substitute teacher pay, etc… $Click or tap here to enter text.  
Total Estimated Cost: Click or tap here to enter text.

* To qualify for a PD Activity, you must have an active advisory committee and be current on meetings with minutes submitted.
* Mileage will be calculated from your high school address, not your home address. Mileage will be paid up to the cost of airline ticket. You will need to submit a mileage claim form.
* Annual Program Evaluation up to date and submitted.
* Itemized receipts required for all expenses.
* Written trip report is a summary of sessions attended and how you could utilize the information. This must be presented with your itemized receipts, otherwise you will not be reimbursed until we receive a written summary.
* **Most expenses are to be paid by the individual: Indian Trails will then reimburse you.**
* If the individual does not attend, the individual is expected to reimburse Indian Trails any monies they have paid out.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Building Principal Signature CTE Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date Date

Please print out the filled form and have your Building Principal sign and date. Please return this form to Cris Spangler, Indian Trails Administrative Assistant at [cspangler@twinlakes.k12.in.us](mailto:cspangler@twinlakes.k12.in.us). If you have any further questions, please contact Jim Stradling, Director, or Jess Horlacher, Assistant Director.