

SOCUSD Professional Development Request Form

(Updated 08/12/21)

This form is for any staff member to request funding approval for conferences, workshops, etc., (with or without travel) for school business.

Form must be filled out completely. Attach a copy of the conference agenda, flyer, or announcement for the event. Once notified of approval, the employee is responsible for making their own reservations and registration arrangements, following District procedures.

Note: In-state travel request must be submitted 14 days in advance of the leave. Out-of-state travel requests must be submitted 10 days prior to the Board meeting preceding the travel and must be Board approved. Federal and state guidelines for allowable per diem expenditures will be followed.

Date Submitted: _____ Requisition #: _____

Employee Name: _____ Position: _____

School / Department: _____

Destination (City / State): _____

Departure Date: _____ Return Date: _____

Title and Description of the training / workshop / conference / other: _____

Sub Needed (circle one): Yes or No

District Vehicle Requested (circle one): Yes or No

Expenses Requested*:

Registration Fee: Amount \$ _____

Food: Amount \$ _____

Lodging: Amount \$ _____

Mileage Estimate: Amount \$ _____

miles _____ x _____ per mile

***Expense Reimbursement Form and original receipts must be turned in no later than 30 days after event.**

For Accounts Payable:

Funding Source: _____

Account Number: _____

Supervisor / Principal Approval: _____ Date: _____

Curriculum Director Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____