

PROFESSIONAL DEVELOPMENT/EXPENSE FORM

EXPENSE SHEET

NAME _____

2023-2024

PURCHASE ORDER (#'s) _____

(A purchase order must be processed prior to registering.)

Name of conference, convention, or workshop: _____

Dates attended: _____

Location: _____

	ESTIMATED	ACTUAL with Attached Receipts
2023-2024 Number of miles _____ x \$0.67 per mile (from school or home, whichever is closer)	\$	\$
Meals without tax	\$	\$
Registration fees vendor name: _____	\$	\$
Lodging vendor name: _____	\$	\$
Parking	\$	\$
TOTAL	\$	\$

Signed by staff member: _____ Date _____

Signed by principal/supervisor: _____ Date _____