

# PROFESSIONAL DEVELOPMENT/EXPENSE FORM

**EXPENSE SHEET**

**NAME** \_\_\_\_\_

**2024-2025**

**PURCHASE ORDER (#'s)** \_\_\_\_\_

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

**Name of conference, convention, or workshop:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\_\_\_\_\_

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

Signed by staff member: \_\_\_\_\_ Date \_\_\_\_\_

Signed by principal/supervisor: \_\_\_\_\_ Date \_\_\_\_\_