

FOR WORKSHOPS \$149 and UNDER: Give to Judy Miller

REQUEST TO ATTEND A PROFESSIONAL DEVELOPMENT WORKSHOP, CONFERENCE, OR VISITATION

1. Enter days into Aesop: Choose Professional Development in or out of district.
2. Be sure to enter into the notes section TITLE, description, and cost.
3. Be sure to check whether a sub is needed or not.
4. Prepare a requisition form. Be sure to fill in **ALL** information or it will not be processed.
 - a. Have the principal check the budget line to be sure there are funds available.
 - b. Have your building principal put the **account #** on the requisition and **sign it**.
5. After getting your principal's signature on the requisition and this form send it to Judy Miller.
 - a. Make sure all of the information below is complete.
6. Judy will process the requisition and register you for the workshop.

Cost of Workshop: _____

Budget Line # _____

Staff Member Name: _____

Today's Date _____ Workshop Date: _____

Title of Workshop: _____

Total hours for workshop _____

Will not be accepted without this information:

Date this workshop was approved in Aesop: _____

I approve the workshop described above and have checked the budget line to assure there are funds available.

Principal's Signature _____

*If you register yourself you will not be entitled to reimbursement. All approvals must be in place which include: Principal/Supervisor, Superintendent, Business Administrator before registration can happen.

5 DAYS AFTER THE WORKSHOP: Go on our website to Staff Link and click on TRAVEL REPORT to complete the required information. Mileage and other related approved expenses will not be paid until a Travel Report is completed. You must complete a requisition for mileage reimbursement.

ATTACH COMPLETED REQUISITION OR THIS CAN NOT BE PROCESSED