

Hancock County Schools Professional Staff Development Council

Request for PSDC Funds to attend trainings, conventions, or seminars.

FOR OFFICE USE ONLY:	
Date Acted Upon:	_____
Approved/Denied:	_____
If Approved, amount: \$	_____

Guidelines:

1. All requests must be submitted on this official PSDC form.
2. After **approval** from the PSDC, a HCS Administrative Leave Absence Form must be completed and approved by the Principal with EXPENSES REIMBURSED BY: **PSDC**.
3. The PSD Council will meet quarterly to review funding requests or requests will be approved by council via an email vote.
4. Reimbursement will occur only for funds requested and approved in advance.
5. All reimbursement requests must be accompanied by receipts/documentation with the appropriate In-County/Out-of-County expense form.
6. If you receive funding from the council, your name will be added to the list of possible presenters for CE days.
7. PSD Council will limit National conferences to one (1) time every 2 years.
8. If after requesting approval, your training is canceled, please notify the Asst. Superintendent's Office.

Persons Requesting Funds	School Name	Email Address

Conference Information

Title of Conference/Training:
Location:
Dates:
Itemized Costs:
<ul style="list-style-type: none"> • Registration Fees: _____ • Mileage up to \$250: _____ Miles X \$.54 = \$ _____ Total • Other: _____
Note: Accommodations and meals <u>will not be funded</u> ; a maximum of \$1500 per conference, countywide, will be allowed.
TOTAL REQUESTED: \$

*PSDC reserves the right to modify request based upon budgeting constraints and funding availability.
Maximum allocation is \$1500 per conference, countywide.*

Employee Signature

Date

Keep a copy of this request for your records, give the original to your schools Faculty Senate President.