

REQUEST FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

Canton Public School employees may request reimbursement for professional development according to the terms of their contracts. Unit A personnel are entitled to \$1,250/year for conferences, workshops, courses, or seminars up to an aggregate cap for the bargaining unit of \$125,000 per year. Funds can be approved for these opportunities only during the school year in which they occur.

For reimbursement, this form must be completed fully.

All requests for the school year will be processed on a FIRST COME, FIRST SERVED basis and must be submitted by June 1st (NO EXCEPTIONS). However, if the aggregate cap is reached before June 1st, no additional requests will be approved. Teachers will be notified through the School Conferences if and when this cap is reached.

No reimbursements can be made without the appropriate cancelled check, receipt showing method of payment, or credit card statement attached to this form, as proof of payment.

Name _____ Date _____ School _____

Grade/Subject Area Taught _____

Name of Conference or Workshop _____

Date of Conference _____ Sponsored by _____ Cost _____

Brief Description of the Professional Development Opportunity (attach copy of brochure or flyer):

List previous conferences, etc., for which you have received reimbursement this year:

Name of Program	Date Attended	Amount of Award
_____	_____	_____
_____	_____	_____

Applicant Check List:

- I have filled out all required information on this application.
- I have attached a copy of the brochure or flyer.
- I have attached a copy of a cancelled check (both front and back), receipt, credit card statement or other proof of payment.
- I have made a copy of this form and all documentation for my records.

ACTION TAKEN BY ASSISTANT SUPERINTENDENT

This application was approved for \$ _____
Signature _____ Date _____