

Gainesville ISD  
Request for Professional Development/Conferences

Staff Name \_\_\_\_\_ Date \_\_\_\_\_

Title of Workshop/training/conference requesting:  
\_\_\_\_\_  
\_\_\_\_\_

Other District Staff Attending Conference:  
\_\_\_\_\_  
\_\_\_\_\_

**Travel Information**

	Departure	Return
Date		
Time		
Location of Event:		

Estimated Expenses:	
Hotel	\$
Hotel # of nights ____ @ \$_____ per night	
<input type="checkbox"/> Traveling Alone <input type="checkbox"/> Sharing Room	
# of Rooms per night: ____ Rooms for ____ Nights	
Meals(overnight travel)	\$
# meals = ____ @ \$6, ____ @ \$8, ____ @ \$13	
Mileage Reimbursement	\$
If multiple traveling, 1 per 4 people qualify for mileage reimbursement	
Flight	\$
Car Rental and Fuel	\$
District Suburban	\$
Parking	\$
Registration Fee	\$
Uber/Taxi	\$
Other	\$
Sub needed (circle one)	Yes / No
Total Estimate	\$

*\* To qualify for overnight stay, the training must be over 100 miles away OR a conference 60 miles away lasting 3 or more days*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal / Director Signature

\_\_\_\_\_  
Assistant Superintendent for Curriculum and Instruction

\_\_\_\_\_  
Superintendent Signature

Business Office
Authorization Number
Initials

Travel Checklist  
(for your use only - do not submit)

—	Complete Request for Professional Development Form and Submit Original for signatures at least 2 weeks ahead of time
—	Receive Request for Professional Development Back with Authorization Number
—	Create PO for all things needed for travel (may be multiple PO's and reference Authorization Number in the Catalog Area of the Requisition
—	Once you have approved PO make all necessary travel accommodations including: reserve Hotel, send conf registration, Book flights, Reserve Vehicle, Submit Meal Per Diem to Business Office on Reimbursement Form
—	Enter professional development Absence day in AESOP
—	When Return from Travel Submit any receipts or mileage reimbursement or Business Office

## Request for Professional Development/Conference Form Instructions

The purpose of this form is to request approval of upcoming travel. This form is not to be used as substitution or replacement of Purchase Orders or the Travel Reimbursement form for meals and mileage.

Again, this form is requesting for approval, so when estimating expenses, you can use an estimate. Use your best estimate, but it does not have to be down to the penny. For example, you don't need to call the hotel and get an exact amount for your stay. This is a request, so it could be denied, so taking that extra step at this point is not needed. Once you get approval and are entering in a requisition, that would be the time to request information from the hotel.

Attach a summary of the event to the registration for backup documentation for approval. Also, attach google maps print out to the location.

Send over Originals to the Administration Building for approval.

Once approved, the form will be returned to you with an assigned authorization number. The authorization number must be referenced on the requisition (please put it under the catalog number area – right before the description) or the requisition will be returned.

\*If you are traveling with a group, please have one person take lead and fill out the hotel and transportation portion and then all others can just put registration fees and meal fees.