



**Staff Development Request Form  
Menahga Public Schools**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Request for:

\_\_\_\_\_ Attendance at a workshop or conference  
\_\_\_\_\_ Other, please explain \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_ Location: \_\_\_\_\_

Others attending: \_\_\_\_\_

\*\*\*\*\*

Requested costs to be paid by the school district:

(Reimbursement will not exceed amount requested)

Substitute Pay: \_\_\_\_\_ Days @ \_\_\_\_\_ per day \_\_\_\_\_

Registration (Attach completed registration form.) \_\_\_\_\_

Mileage: \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile \_\_\_\_\_

Lodging: (please attach all relevant documents) \_\_\_\_\_

Per Diem: \_\_\_\_\_

**Total anticipated cost of the workshop:** \_\_\_\_\_

\*\*\*\*\*

Does this opportunity meet a re-licensure area?

\_\_\_\_\_ PBIS \_\_\_\_\_ Accom./Mod \_\_\_\_\_ Early Onset Mental Health

\_\_\_\_\_ Reading Prep \_\_\_\_\_ Technology \_\_\_\_\_ ELL

Does this opportunity address the initiatives of the school building and your personal goals? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Development Committee Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

The above requested staff development activity has been approved by our staff development committee and has been approved for funding.

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Superintendent

Source of Funding:

District Staff Development \_\_\_\_\_ Title I \_\_\_\_\_ SPED \_\_\_\_\_

Elem SD \_\_\_\_\_ MS SD \_\_\_\_\_ HS SD \_\_\_\_\_



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**Staff Development Information- Updated 5/2/17**

**Travel:**

**Meal Reimbursement: (Receipts required)**

**Breakfast: up to \$10      Lunch: up to \$13      Dinner: up to \$20**

**Mileage Reimbursement:**

**IRS Rate: January 1, 2018- \$0.58**

**Sub Reimbursement:**

**Full Day: \$144.20    Half Day: \$72.10**

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**Other Notes:**

- Each individual attending a conference is required to fill out a form. Fill out the entire form completely. Indicated if a substitute will be needed in your absence.
- Staff Development will pay for one vehicle per 4 individuals, per workshop.
- Please fill out a reimbursement form for mileage. Please attach an agenda for proof of attendance, when claiming mileage, meals, or lodging. If adding meals or lodging to it, please submit receipts as well.
- If your hotel was paid for by a school credit card, send your receipt to the district office.

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**Frequent Mileage Noted:**

Menahga to...