



# Professional Development Plan Approval Request

Revised November 12, 2009

For form revisions, contact Financial Services

Location: [http://www.4j.lane.edu/files/forms/finsvc/4j\\_finsv\\_prof\\_dev\\_plan\\_approv\\_request.pdf](http://www.4j.lane.edu/files/forms/finsvc/4j_finsv_prof_dev_plan_approv_request.pdf)

## USER INSTRUCTIONS

**Form Purpose:** Use this form to submit professional development plan request for approval.

**How to Complete this Form:** Fill out this form on-line and then print it. Alternately, print this form and complete it by hand.

**How to Submit this Form:** Submit a hard copy of this form.

**Where to Send this Form:** Send completed form to your administrator.

**Deadline:** This form must be received and approved in advance of incurring the requested expenditure(s).

**Additional Information:** Professional development plans should be submitted to the appropriate administrator in advance explaining how the training will contribute to the achievement of Board, Superintendent and instructional goals and the funding source for the training.

[http://www.4j.lane.edu/files/board/4J\\_BOD\\_Goals\\_2008-09.pdf](http://www.4j.lane.edu/files/board/4J_BOD_Goals_2008-09.pdf)

Budget authority should be transferred in advance of travel.

## EMPLOYEE INFORMATION:

Name:

Date:

## PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of activity/training	Dates	Location	Funding Source (e.g. grant, professional funds)
1.			
2.			
3.			

How does each activity/training contribute to the achievement of the goals stated above?

- 1.
- 2.
- 3.

## PROJECTED EXPENDITURES

	Amt Training #1	Amt Training #2	Amt Training #3
Registration			
Lodging			
Airfare			
Car Rental			
Personal Vehicle Mileage			
Meals			
Other (please specify)			
<b>Totals</b>			

## APPROVAL

Administrator/Supervisor signature:

Date: