

Revised PERC REQUEST
Local Travel & Professional Expenses

Name: _____ Date: _____

Local Conference

Name/Sponsoring Organization: _____

Date: _____ Substitute Needed: Yes or No

Registration Fee: _____

Mileage: _____

Please attach your registration forms to request. If you are attending with other staff members, please submit PERC requests and registrations together. After approval, your registration will be forwarded the main office who will register and pay for the conference on your behalf.

Professional Expenses

Description:

Amount: _____

After approval, please submit the approval form, receipts and green expense form to Greg Minter for reimbursement.

Please attach all relevant descriptions and receipts and submit to the PERC
basket on the shelf in the staff lounge.

Revised PERC REQUEST
National Travel

Name _____ Date _____

Professional Travel Expenses: (Please attach District travel form)

Name of Sponsoring Organization: _____

Location: _____

Dates: _____ Substitute Needed: Yes or No

Expenses:

Registration: _____

Hotel: _____

Airfare: _____

Misc: _____

Mileage _____

Total _____

Please note that many expenses can be paid by the district. Before paying out of pocket for any expenses yourself, please talk to Denise in the main office to see what the district can do for you.

How does this trip relate to PHS building and/or District 214 goals?

Will you be presenting at this conference?

Have you received PERC funds related to your participation in a national conference in the last two years? If so, please describe the conference, the location, and the participation dates.

Will you be attending this conference with other PHS staff members? If yes, with whom?

Please attach all relevant descriptions and receipts and submit to the PERC basket on the shelf in the staff lounge.