

PHOENIX-TALENT SCHOOL DISTRICT #4

BOARD MEMBER DEVELOPMENT FUNDS REQUEST

Complete this request form and present it to the board secretary **at least three weeks prior** (if possible) to the date of event. You must include a copy of conference registration information with your request. **Only one person on each form please.**

NAME _____

CONFERENCE _____

LOCATION _____ CONFERENCE DATE _____

ESTIMATED EXPENSE(S)	Amt. Req. per person	Amount Approved	Amount Paid
1. Registration Fee:			
2. Travel:			
<ul style="list-style-type: none"> ○ Total Rental Car \$_____ (Contact Enterprise) ○ Total Fuel \$_____ ○ Total Airfare \$_____ OR ○ Total Mileage Reimbursement Roundtrip \$_____ (\$0.67 per mile) <p>**Divide travel costs by number of people** Sharing ride with _____</p>	_____ _____ _____ _____		
3. Meals: No. Days _____ x \$68 (daily estimate)			
4. Lodging: \$110 estimate for shared room per person No. Nights _____ x Rate \$110 (estimated cost) ÷ No. people sharing room Sharing room with _____	_____		
TOTAL REQUESTED			

Please return receipts for lodging, registration, travel and meals to board secretary within 10 days.

Board Chair _____ Approved _____ Denied _____ Date _____

Board Chair _____ Amount Approved _____ Date _____

BOARD DEVELOPMENT FUNDS CHECKLIST

1. Complete Board Development Funds Request Form and include copy of registration for event or workshop.
2. Submit all paperwork to the Board Secretary
3. The board secretary will add the request to the next regular scheduled board meeting.
4. Upon approval, contact your board secretary at the District Office to arrange for pre-payment of registration, travel and/or lodging.
5. Upon return from the event or workshop, submit any receipts for lodging, travel, and meals to your board secretary at the District Office.

Travel expenses must be paid with cash, debit card, or credit card that doesn't earn rewards.

Receipts must be submitted within 10 days to process reimbursement.