

# PROFESSIONAL DEVELOPMENT FUND LICENSED STAFF

---

## HUMAN RESOURCES DEPARTMENT

Debbie Breckner, Director  
Marilyn Olsen, Administrative Assistant  
541-862-3111 Ext. 5230

## THREE RIVERS EDUCATION ASSOCIATION/SOBC

Charles Robertson, TREA/SOBC President  
541-592-2163

---

DATE: 10/21/08

TO: Ben Lawson

FROM: Debbie Breckner, Director of Human Resources  
Charles Robertson, TREA/SOBC President

RE: Professional Development Funds

Your request for professional development funds was approved in the following amount(s).

Conference: Western International Band Clinic

Date: 11/21-24/08

Location: Seattle Washington

Registration:	\$ 170.00
Lodging:	\$ 411.39
Parking:	\$
Meals:	\$ 136.00
Substitute:	\$ 396.00
TOTAL:	\$ 1,113.39

---

Trudy in the Accounts Payable Office will be issuing your meal check prior to the conference date. ***It is imperative that all receipts for all expenses except for meals be provided to her upon return.*** Failure to do so may result in a request to reimburse the Professional Development account and may affect your eligibility for future requests.

**If you have any questions or if you are not able to attend this workshop, please let Marilyn in Human Resources, know as soon as possible.**

Thanks and enjoy your conference!

# PROFESSIONAL DEVELOPMENT FUND LICENSED STAFF

---

## HUMAN RESOURCES DEPARTMENT

Debbie Breckner, Director  
Marilyn Olsen, Administrative Assistant  
541-862-3111 Ext. 5230

## THREE RIVERS EDUCATION ASSOCIATION/SOBC

Charles Robertson, TREA/SOBC President  
541-592-2163

---

DATE: 10/21/08

TO: Michelle Mayers

FROM: Debbie Breckner, Director of Human Resources  
Charles Robertson, TREA/SOBC President

RE: Professional Development Funds

Your request for professional development funds was approved in the following amount(s).

Conference: Western International Band Clinic

Date: 11/21-24/08

Location: Seattle Washington

Registration:	\$ 170.00
Lodging:	\$ 401.28
Parking:	\$
Meals:	\$ 144.15
Substitute:	\$ 396.00
TOTAL:	\$ 1,111.43

---

---

Trudy in the Accounts Payable Office will be issuing your meal check prior to the conference date. ***It is imperative that all receipts for all expenses except for meals be provided to her upon return.*** Failure to do so may result in a request to reimburse the Professional Development account and may affect your eligibility for future requests.

**If you have any questions or if you are not able to attend this workshop, please let Marilyn in Human Resources, know as soon as possible.**

Thanks and enjoy your conference!