

## Professional Development Post-Program Report

Please submit within 10 calendar days of incurring the travel expense(s) a brief report that includes the primary purpose for the travel, key issues that were addressed at the event, and their relevance to improving instruction or the operation of the school district.

Name of workshop: \_\_\_\_\_

Date: \_\_\_\_\_ Date approved by board: \_\_\_\_\_

Location: \_\_\_\_\_

Person attending (print): \_\_\_\_\_

Post program report: \_\_\_\_\_

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\*Attach separate page if needed.

Please attach this form and all receipts which pertain to this workshop such as gas receipts, mileage reports, overnight accommodations, food and event fees to the Green copy of your purchase order before submitting approval of your supervisor.

- ***If there is no PO for approval of payment, this form still needs to be completed and returned to the Board Office as well as a copy to your supervisor.***

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_