

PER DIEM/TRI-DAY FORM
PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM

Fifty six (56) paid option hours are available with principal approval.
 No less than one (1) hour block of time shall be accepted at one time.

- Tuition must be pre-approved **PRIOR** to taking the class.
- Please turn this form in **WITH** a copy of college transcripts or receipt for payment of clock hours to receive reimbursement.
- Reimbursement will **NOT** exceed \$690 for tuition (\$69/qtr. credit; \$103.50/sem. credit) and/or \$250 for clock hours per fiscal year.
- **Proof** of payment towards obtaining National Board Certification is required in order to be reimbursed.

*It would be appreciated if per diem sheets would be turned in on a quarterly basis in order to keep a huge spike in payroll occurring at the end of the year. **Thank you** for your cooperation.*

<i>Date of Activity</i>	<i>Describe Activity for Per Diem/Tri-Day</i>	<i>Number of Hours</i>	<i>Cost of Class</i>

Please check your bargaining contract for further information.

Print Name _____

Signature _____

Principal Approval Yes____ No____ Date Approved: _____

Principal Signature _____

Form on website: our district/employee forms/staff reimbursement forms/per diem/tri-day form