

**SOUTHWEST PLAINS REGIONAL SERVICE CENTER
CARL PERKINS PROFESSIONAL DEVELOPMENT REIMBURSEMENT FORM
2011 - 2012**

These funds are to be used to improve or expand vocational and technical programs. **All funding must be encumbered by May 1st, 2012.** To ensure your reimbursement requests are paid, it is best to send them in as soon as the event has been attended. **Forms that are submitted BEFORE the event occurs will be disregarded.** Reimbursement requests received after all money has been encumbered will not be paid, and payment is determined on a first come, first serve basis. **One can apply for CASE training OR Externship, not both.**

NOTE: To request professional development reimbursement, please complete this form for each in-service or workshop, include signed workshop documentation on a separate sheet and attach to this reimbursement request form. Forms submitted without proper documentation will not be processed.

Conference/Workshop Title: _____

Location of In-service / Workshop: _____

Number Attending: _____

Names: _____

COST BREAKDOWN:

Registration per Person: _____

Total Registration Fees: _____

Lodging (per Person): _____

Total Lodging: _____

***Total Reimbursement Requested: \$ _____**

***Please note: Meals are NOT paid by the grant.**

Substitutes for Teachers Attending Perkins Professional Development

| Dates for Substitutes | Number of Substitutes | Sub Pay Rate for District | Total Requested |
|-----------------------|-----------------------|---------------------------|-----------------|
| | | | |

Principal's Signature _____

REQUIRED

Date _____ District Name and Number _____

Grant Administrator Signature _____ Date: _____

Please send this completed form and documentation to:

Mr. Bill Losey, Southwest Plains Regional Service Center
810 W. Lark Ave. P.O. Box 1010, Sublette, Kansas 67877