LICENSED Application for Workshops/Conferences
(To Be Paid through Tuition Reimbursement)
Gresham-Barlow School District Human Resources Department

FOR LICENSED STAFF ONLY
20_____- 20_____

PROCESS FOR COMPLETING THIS FORM:

Step 1: Complete **Part A *prior*** to registering for workshop/conference.
Step 2: Submit to Principal for approval.
Step 3: Submit to Human Resources for approval.
Step 4: Complete **Part B** after attending workshop/conference.
Step 5: Submit to Human Resources for reimbursement with itemized receipts.

Name (please print) | GBSD PEID No. | Work Location | Work Assignment

PART A (To be completed and approved ***prior*** to signing up for workshop/conference.)

Title of Workshop/Conference:	Inclusive Dates of Workshop/Conference:	
	_____ to _____	
Workshop/Conference Offered By:	Substitute Needed?	Estimated Cost (cannot exceed 2 graduate hours at PSU rate):
	☐ YES _____# of Days ☐ NO	

Applicant Signature _____ Date _____

PART A - PRINCIPAL SECTION

_____ Approved _____ Disapproved _____ Additional Information will be required. Decision deferred.

Prescribed? ☐ YES ☐ NO

Principal Signature _____ Date _____

PART A - DISTRICT OFFICE SECTION

_____ Approved up to: $ _____

_____ Disapproved

Human Resources Department _____ Date _____

PART B (To be completed ***after*** attending workshop/conference.)

Aesop Job No.:	**Workshop/Conference Certificate of Completion is required *Attach to this form***					
***Registration Fee	Cost of Substitute	Mileage (Round Trip)	*Lodging	**Meals (outside Ptld Metro only)	*Other Related Expenses	Total Expenses

***Itemized receipts are required (*Attach to this form*)**
****Employee Expense Report Required (*Attach to this form*)**

PART B - DISTRICT OFFICE SECTION

_____ Approved _____ Disapproved

Human Resources Department _____ Date _____

HR clm 8/8/2019