

FORM 10023 OUT OF DISTRICT PROFESSIONAL LEARNING

As you submit your request for Out of District Professional Learning event, please be reminded:

1. You must attach flyer/brochure or submit web link for requested event.
2. **To have a vehicle secured for travel, please email Rita Braswell with your request at least 5 days in advance. If you choose to drive your personal vehicle, reimbursement is subject to approval by Program Director. All travel must be pre-approved.**
3. If you have expenses, you must submit expense form with all receipts within 30 days of event.

For assistance, contact Rita Braswell.

FORM 10014 OUT OF DISTRICT PROFESSIONAL ACTIVITY

As you submit your request for Out of District Professional Activity event, please be reminded:

1. You must attach flyer/brochure or submit web link for requested event.
2. **To have a vehicle secured for travel, please email Rita Braswell with your request at least 5 days in advance. If you choose to drive your personal vehicle, reimbursement is subject to approval by Program Director. All travel must be pre-approved.**
3. If you have expenses, you must submit expense form with all receipts within 30 days of event.

For assistance, contact Rita Braswell.