



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

PCHS Self-initiated Conference and Professional Development Requests

Guidelines for PCHS approval of self-initiated conference and professional development requests.

Department conferences and professional development will be reviewed separately.

- A maximum of one self-initiated conference/professional development opportunity per year will be considered for approval.
- The conference/professional development content must have a direct correlation to the teacher's current course assignment. A written explanation including specific details of how this conference/training applies to the course content and how it will be implemented in the classroom during the current school year must be provided with the [Conference/Travel Request Form](#).
- The flyer/brochure describing the conference/professional development must accompany the request.
- Professional development scheduled on Monday and/or Friday may not be granted based on availability of substitute coverage or school events.
- Proof of completion must be provided, in addition to a presentation to the academic department including the department administrator.
- In all cases, be sure to allow sufficient time for approval (two weeks minimum).
- Out of state travel approval is rare and requires Board of Trustees approval prior to scheduling. If making a request, the request must be received a minimum of two weeks prior to the upcoming Board meeting.
- PRE-APPROVAL REQUIRED with sign off by Department Chair and Department Administrator. Submit final requests to the Executive Director/Principal.

Expenses

Conference/Professional Development Registration: Self-arranged to be reimbursed by PCHS.

- Substitute coverage: Up to two days will be provided by PCHS.
- Lodging: Up to \$150
- Travel: Up to \$150

PCHS will pay a maximum of \$300 for travel and lodging.

Mileage: If the distance to the conference is less than your daily commute to Pali, there will be no mileage reimbursement. Pali would approve mileage for conferences up to 50 miles from your home.

- Meals: Non-reimbursable

Reimbursement: All itemized receipts must be attached to reimbursement forms. Requests for reimbursement must be submitted within two weeks of the completion of the conference/professional development.

September 2023



Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Karen Perkins, Ph.D.

Department/Site: Science Date of Request: 09/05/23

Name of Conference/Activity: AWP Annual

Organization/Company Holding the Conference/Activity: Association of Writers and Writing Programs

Location of Conference/Activity: Kansas City, MI Date(s) of Conference/Activity: Feb. 6-10, 2024

Purpose/Rationale (How will this conference/activity be of value to the school?)
Improve written and oral communication skills with and among my students

Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):

Estimated Expenditures	Paid to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ 100.00 per person		✓	\$ 100.00
Certificated Substitute(s) <u>2</u> days @ 250.00 per day (sal. & stat. ben.)	✓		\$ 500.00
Travel - Mileage _____ miles @ \$ 0.585 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ <u>150.00</u> per person		✓	\$ <u>150.00</u>
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell			\$ -
Lodging <u>4</u> nights @ \$ - per night		✓	\$ <u>150.00</u>
Meals _____ Breakfasts @ \$ 10.00 per meal			\$ -
_____ Lunches @ \$ 10.00 per meal			\$ -
_____ Dinners @ \$ 20.00 per meal			\$ -
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
TOTAL APPROXIMATE COST			\$ <u>900.00</u>
AMOUNT APPROVED			

I understand that my request is not granted until approved by administration and that, once approved, costs may not exceed the above estimate without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: Karen Perkins, Ph.D.

Executive Director Approval: _____ Date: _____

Funding Source: _____ SACS Code: _____

Will costs be reimbursed by another organization? Yes/No If so, what organization? _____

Board of Trustee/Designee Approval: _____ Date: _____

Board Approval Date (if applicable): _____ Business Office Review _____ (initial) (date)

AWP Conference

The AWP Conference & Bookfair is the annual destination for writers, teachers, students, editors, and publishers of contemporary creative writing. It includes thousands of attendees, hundreds of events and bookfair exhibitors, and four days of essential literary conversation and celebration. The AWP Conference & Bookfair has always been a place of connection, reunion, and joy, and we are excited to see the writing community come together again in Kansas City, Missouri in 2024.

2024 AWP Conference & Bookfair

Kansas City, Missouri
February 7–10, 2024

Key Dates

- October 13: Sponsor pledge deadline
- October 27: Small Press Publisher nominations deadline
- November 7: Bookfair stage application closes
- November 20: Early Bird rates end
- November 21: Preregistration rates begin
- November 21: Scholarship application closes