

# PDC Expenditure Worksheet

Side A

The following worksheet will guide you to filling out all the necessary paperwork for workshops and / or materials paid for by the Drexel PDC. Please note that PDC meets the first PD Monday each month. *Side A will need to be completed and submitted to the PDC mailbox in the high school office on the Friday before the PD Monday.*

Name: \_\_\_\_\_

Date of workshop: \_\_\_\_\_ Name of workshop: \_\_\_\_\_

How does this conference / materials align with our goals: \_\_\_\_\_

Conference / Workshop

\$ \_\_\_\_\_

Submit a copy of any flyer or website information about the conference / workshop.

Substitute for the day(s) of the conference / workshop

How many school days will you miss \_\_\_\_\_ X \$86.12=

\$ \_\_\_\_\_

Transportation

Your conference may cost PDC 40 cents per mile.

How many miles will you possibly drive to and from your conference \_\_\_\_\_ X \$0.40=

\$ \_\_\_\_\_

Hotel: If your conference / workshop requires an overnight stay.

Where will you be staying: \_\_\_\_\_

What is the going rate for a room: \_\_\_\_\_ X \_\_\_\_\_ night(s)=

\$ \_\_\_\_\_

Other Materials

Books or other materials that you wish PDC to purchase for professional development needs. \$ \_\_\_\_\_

Name of the materials and ISBN # \_\_\_\_\_

Total \$ \_\_\_\_\_

Meals

PDC does NOT approve or reimburse any meals.

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_

Make a copy for PDC and place it into PDC's mailbox. Once it is approved by PDC, they will return this form to you so you can complete side B.

Date approved by PDC: \_\_\_\_\_

Signature: \_\_\_\_\_

## Side B

Once approval by PDC is complete, follow these steps to complete all necessary requisitions / paperwork for conferences / workshops / materials.

### Conference / Workshop

- Fill out and submit an online requisition and with PDC written in the comments section.
- Provide your principal a copy of any flyer or website information about conference / workshop.

### Substitute for the day(s) of conference / workshop

- Fill out and turn in a sub request form with your principal. Mark school business on the form and write PDC and conference name in the blank.

Transportation: If the school car is available, you are requested to use it.

- Check with Sara Borden about school vehicle availability.
  - Yes—Book the school vehicle if it is available.
  - No—You will need to fill out an online requisition for reimbursement of mileage with yourself listed as the vendor and PDC written in the comments section. Reimbursement is 40 cents per mile (see side A for amount).  
When your trip is complete, fill out a reimbursement request with your mileage expenses, PO number listed, print a MapQuest of your trip, and turn into the central office.

### Hotel

- Fill out and submit an online requisition (if overnight stay is required) with PDC written in the comments section.  
Please include check-in date and check-out date in the comments of requisition.

### Materials

- Fill out and submit an online requisition with PDC written in the comments section.

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

Keep this for your records.