

For Office Use Only  
Original to Finance  
Copy to Staff PD File

Date:  
Copy to Staff Member:



## Professional Development Activity Post Approval Form

<b>Name:</b>
<b>Expenses for (Name of Activity &amp; Date):</b>
<b>Describe what you learned that will assist you in your assignment:</b>
<b>Describe how you plan to disseminate information to your peers:</b>

	<b>Estimated Expenses</b> <i>from prior approval</i>	<b>Actual Expenses</b> <i>receipts turned in with finance forms</i>
Registration Fees		
Lodging		
Meals		
Travel w/o Staff Vehicle (miles x IRS Rate)		
Travel with Staff Vehicle (yes or no)		
Other		
<b>Total</b>		

**I verify that all actual expenses listed above are documented on either the finance department purchase card monthly transaction log or the mileage and expense reimbursement form, and all receipts will be turned into my supervisor with the appropriate finance forms.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Account Code #** \_\_\_\_\_

(taken from the bottom of the prior approval form returned to you via your supervisor)

**Approval and Date:**  
**Supervisor**

**Date**

Revised: 02/2025