



## Personal Professional Development Fund Expenses

<b>Name:</b>		
<b>School:</b>		
<b>Email:</b>		
<b>Conference Date(s):</b>		
<b>Conference Location:</b>		
<b>Expenses</b>		
<b>Expenses</b>	<b>Details</b>	<b>Amount</b>
<b>Air Transportation</b>	Air (Economy class return)	
Airfare Receipt	Flight Cancellation Insurance	
Baggage Receipt	Baggage (1 piece each way)	
<b>Transportation</b>		
(if not flying)		
<b>Lodging</b>		
Hotel Receipt		
<b>Daily Per Diem</b>	Conference days (\$ 135.00 per day)	
No receipts required	Travel days ( <b>Up to</b> \$ 135.00 per day)	
<b>Conference Fees</b>		
Receipt Required		
		<b>Subtotal:</b>
		<b>Expenses Allotted:</b> 2750.00
		<b>Total amount owing to employee:</b>
<b>Claimant Signature</b>		<b>Date</b>
<b>This portion to be completed by the RETTA office</b>		
<b>Signature</b>		<b>Date</b>