



**Directions:** In priority order, list your potential *requests for* next year.

- Please don't guess on the cost. Use a previous year's expense and/or investigate the expenditure.
- 2020-21 funds will be available beginning July 1, 2020.
- Field Trip, CTSO, and Professional Development funds are held at KRESA. For an EFE instructor to use these funds, a **Pre-Approval** form needs to be submitted and approved by the EFE Program Administrator. Should a trip/event require teacher reimbursement, a completed **EFE Expense form** is needed as follow-up to initiate payment.

<b>Instructor Name:</b>	<b>Program(s):</b>	<b>Anticipated # of EFE sections:</b>
<b>Principal Signature for Approval:</b>		<b>Date submitted:</b>

### FIELD TRIPS

Month When Expenses Will Occur	# Of Students Impacted	Field Trip Destination	Expense description (bus transportation, meals, registration, dues, etc.)	Cost
			<b>Grand Total</b>	

### CTSO and/or Leadership Events

Month When Expenses Will Occur	# Of Students Impacted	Event	Expense description (bus transportation, meals, registration, dues, etc.)	Cost
			<b>Grand Total</b>	

2020-21 EFE Anticipated Field Trip, CTSO, and Professional Development Needs  
Requests are due to your Program Administrator by February 3, 2020.

<b>PROFESSIONAL DEVELOPMENT</b>			
<b>Month When Expenses Will Occur</b>	<b>Event</b>	<b>Description</b>	<b>Cost</b>
		<b>Grand Total</b>	