

2022-23 CTE Anticipated Field Trip, CTSO, and Professional Development Needs Requests are due to your Program Coordinator by February 4, 2022.

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.
- 2022-23 CTE funds will be available beginning July 1, 2022.
- Field Trip, CTSO, and Professional Development funds are held at KRESA. For an CTE instructor to use these funds, a **Pre-Approval** form needs to be submitted and approved by the CTE Program Coordinator. Should a trip/event require teacher reimbursement, a completed **CTE Expense form** is needed as follow-up to initiate payment.

Instructor Name:	Program(s):	Anticipated # of CTE sections:
Principal Signature for Approval:		Date submitted:

FIELD TRIPS

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

CTSO and/or Leadership Events

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

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PROFESSIONAL DEVELOPMENT			
Month When Expenses Will Occur	Event	Description	Cost
		Grand Total	