

Pre-Approval for PD, FT, CTSO

To be used when requesting funding for a conference, professional development, field trip, or student organization (CTSO) event.

Any professional development, field trip, or CTSO participation requires this form to be on file and approved by the CTE team prior to the event occurring. Please see instructions on page 2.

Section #1: Instructor/Program Information				
Instructor Name		CTE Program		Date sent to KRESA CTE
Request is for: <small>(Check box that applies)</small>	Professional Development <input type="checkbox"/>	Field Trip <input type="checkbox"/>	Student Organization (CTSO) <input type="checkbox"/>	
Name of the event:			Location of the event:	
Date(s) of event:			Number of students impacted (if applicable):	
Reason for the conference/field trip/CTSO event:				
Section #2: Estimated Expenses <ul style="list-style-type: none"> Only approved trips will be covered. Follow school district procedures when requesting a substitute & transportation. Indicate if bus will stay at site or will leave and then return later for pick-up. Mileage calculation is to begin/end from work or home, whichever is less miles. Check Registration & Lodging box below signifying to CTE what you want done. (Event documentation must be attached if asking CTE to process the registration/lodging.) <ul style="list-style-type: none"> When requesting reimbursement (after the event), submit detailed receipts. Incomplete paperwork can delay the process. 				
Expenses		Registration & Lodging Process <i>Indicate to CTE your expectations (Check Below)</i>		
Registration Fee	\$	Please register and/or obtain lodging. (Be sure to attach registration link and/or lodging information).	<input type="checkbox"/>	
Lodging	\$	Registration was already submitted by instructor; please send payment. (Be sure to provide payment information).	<input type="checkbox"/>	
Travel by car: # of miles x IRS mileage rate =	\$			
Travel – Alternative	\$	Registration and/or lodging payment made by instructor who will request reimbursement (In the circumstance that CTE is unable to help with registration/payment in time of the event)	<input type="checkbox"/>	
Meal Expense(s)	\$			
Other (Specify)	\$			
Total Estimated Expenses	\$	No registration cost to CTE.	<input type="checkbox"/>	
Section #3: Instructor Signature <i>(Note: Instructors will receive notice of their approved request in an email from CTE.)</i>				
Signature:			Date:	
Section #4: CTE Signature				
This request is:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Approved for \$ _____	Budget Unit/Account # _____
CTE Signature:			Date:	

Pre-Approval Instructions

To be used when requesting funding for a conference, professional development, field trip, or student organization (CTSO) event.

IMPORTANT: Requests need to be submitted, minimally 30 days, prior to an event when asking Kalamazoo RESA/CTE to assist with conference pre-registration and/or hotel accommodations. **Be sure requests are clear, otherwise processing will be delayed.**

Section #1: Instructor/Program Information

- Fill out all areas entirely. **Information is needed for grant recordkeeping.**

Section #2: Estimated Expenses

- Fill in relevant sections below *Estimated Expenses* (the box on left) using dollar amounts.
 - ✓ Registration Fee: list registration expense associated with event.
 - ✓ Lodging: list anticipated hotel expense calculated using the number of nights needed.
 - ✓ Travel by Car - Miles: document your mileage calculation beginning/ending from work or home, whichever is less miles.
 - ✓ Travel – Alternative: attach a copy of travel estimate obtained from transportation or other entity.
 - ✓ Meals: anticipate out of pocket meal expense(s) not included under event's registration. CTE suggests using the MAXIMUM meal coverage listed on CTE reimbursement form as the estimate.
 - Daily Meal Expenses: Breakfast \$10, Lunch \$15, Dinner \$24
 - ✓ Other (Specify): E.g. parking fees, tips, tolls, etc. (Receipts will be required for reimbursement.)
- If there are no expenses, please mark \$0
- Total Expense Estimate: provide total amount of the estimated request.

Registration & Lodging Process

- Check area(s) that apply on right side of the expense box. NOTE: if nothing is marked, no action will be taken by CTE staff.
- ✓ If asking CTE to assist with registration/lodging please include:
 - Registration link (with details needed for registration such as meal preferences, email, etc.)
 - Hotel link/contact information
 - Exact check-in/check-out dates
 - Any other necessary information

Section #3: Instructor Signature

- Sign and date form
- Submit form via email to your Program Coordinator. Expense requests need to be approved, and on file, before any assistance or reimbursement can take place.
- ✓ The instructor will receive an email indicating whether or not the expense request was approved.

Additional Information:

- It is very important that CTE understands your request. Attach documentation that explains who to contact, where to send check, and/or detailed receipts.
- If an instructor is being reimbursed, make sure you have a W-9 on file. (A copy of a new form can be found on the CTE web page.)