

Senath-Hornersville C-8 Schools

Payment Voucher

PDC

NOTE: NO PAYMENT FROM PROFESSIONAL DEVELOPMENT FUNDS WILL BE MADE WITHOUT THE SIGNATURE AND APPROVAL OF PDC CHAIRPERSON. No reimbursements will be made without Activities Report Form along with ALL participants Payment Vouchers completed and submitted together.

Request from _____

All Attendees _____

Date of ORIGINAL Request _____

Date TURNED IN to PDC Member _____

Activity _____

Date(s) of Activity/Event _____

Amount Requested	Reimbursement Amount
Number of Participants _____	
Workshop Fee \$ _____ PAID by a) Personal Credit Card b) School Credit Card c) Purchase Order d) RPDC	
Travel estimate (MAPQuest only) -- \$0.40/mile	
Lodging _____ nights @ \$ _____ per night	
Sub(s) _____ @ \$75 for _____ days	
Meals- All Day \$30 or Breakfast \$5, Lunch \$10, Dinner \$15 (MUST have receipts)	
Sub Name:	
Total Amount Requested from PDC	
Total Expenses Denied by PDC	
Total Amount Granted from PDC	
Total Amount Paid from PD funds	

*TOTAL REIMBURSEMENT REQUESTED: _____

Payment should be made to: _____

PDC Approved total amount of: _____ (PDC fills in this amount)

PDC Chairperson's Signature of Approval: _____

- REQUESTS FOR PAYMENT MUST BE SUBMITTED **SEVEN DAYS** AFTER SCHEDULED ACTIVITY TO A PDC REPRESENTATIVE.
- Meals - MUST have receipts. Breakfast \$5, Lunch \$10, Dinner \$15 or All Day \$30.
- Receipts, MAPQuest for mileage, Report Activities Form, and PDC Voucher must be submitted together.** Do not send to Tina Davis (NO payments will be made)– give to PDC representative
- PDC Representative needs to get PDC approval by the 5th of the month so that voucher can be given to District's bookkeeper before the 10th of the month. No checks will be written after the 10th of each month.
- Must turn in a Registration form with **Activity Report** and **Payment Voucher** stating how registration was paid: PO, School Credit Card, Personal Payment, etc.
- MUST still turn in a Payment Voucher for purchases made on the School Credit Card.
- NO Gas is to be purchased with the School Credit Card