

Certificated Individual Inservice Request Form

Name: _____ Budget Year: _____

Name of class/workshop: _____

Date(s): _____ Time(s): _____

City: _____ State: _____ Presenter(s): _____

What will be brought back, created, learned, etc.? _____

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|---|--|
| <p style="text-align: center;">*Expenses: (\$ _____ per year)</p> <p>Do you intend to claim expenses for this workshop? yes no</p> <p>If yes, check which expenses you will be claiming:</p> <p>mileage _____ registration _____</p> <p>meals _____ college credit _____</p> <p>lodging _____ clock hours _____</p> <p>other _____ (please specify)</p> <p><small>*When you complete your class, you will need to turn in an expense voucher claim form, with the proper receipts attached.</small></p> | <p style="text-align: center;">Payment:</p> <p>Inservice pay: _____ hours x \$ _____ = _____ (lunch is not included - class time only)</p> <p>Is this inservice during a regular work day? yes no</p> |
| | <p>For office use only:</p> <p>Payment Month _____ (for inservice hours only)</p> |
| <p>Signed:</p> <p>Staff Member: _____</p> <p>Inservice Building Rep: _____</p> <p>Principal: _____</p> | <p>Date Processed</p> <p>_____</p> <p>_____</p> <p>_____</p> |

Inservice Payment Procedure

1. Submit three part NCR Inservice Request form to principal with signature for pre-approval.
2. After your inservice class has been approved, the first page will be retained by the principal, the last two pages are returned to you.
3. Then the class has been completed, sign the bottom of the second page indicating how many hours you are to be paid for. These should not be more than the pre-approval indicates.
4. Submit the second page to the principal prior to the normal payroll cutoff date.
5. Expenses should be submitted on an expense claim form and should not exceed the amount noted on the pre-approval form.